DOCUMENT RESUME

ED 025 593

VT 005 013

Annotated Bibliography of Instructional Media; Vocational Education for the Deaf. Training Manual. A Report of the Workshop for Improving Instruction of the Deaf. (Ball State Univ., Muncie, Ind. July 10-August 11, 1967).

Spons Agency-Office of Education (DHEW), Washington, D.C. Captioned Films for the Deaf Branch.

Pub Date 67

Note-196p.

EDRS Price MF-$0.75 HC-$9.90

Descriptors-*Annotated Bibliographies, Audiovisual Aids, Business Education, Conference Reports, *Deaf Education, *Educational Resources, Graphic Arts, Home Economics, *Instructional Media, Metal Working Occupations, Occupational Guidance, *Vocational Education, Woodworking

Identifiers-*Workshop for Improving Instruction of the Deaf

The purpose of this bibliography is to identify and to annotate the sources which can be helpful in presenting materials to deaf students and to reinforce learning in various vocational areas. Vocational resources for selected areas of vocational education were reviewed, evaluated, and annotated by two committee members in each of the following sections: (1) graphic arts, (2) metals, (3) woods, (4) home economics, and (5) business education. Committee members were qualified vocational teachers of the deaf, each having an average of 20 years of experience in the field. Committee members reviewed over 700 resource items including films, filmstrips, slides, transparencies, practice kits, perceptoscope programs, flat pictures, cartridge films, bulletins, and course outlines. Of this number, 61 percent were recommended as instructional or informative media to be used in classrooms for the deaf. Related documents are VT 005 014 and VT 005 015. (CH)

c1

Annotated Bibliography
of Instructional Media

VOCATIONAL EDUCATION FOR THE DEAF.

Training manual. (SEE TITLE PAGE-)

- Business Education
- Metals
- Home Economics
- Woods
- Graphics

VT005013
ED02559

TRAINING MANUAL

WORKSHOP FOR IMPROVING
INSTRUCTION OF THE DEAF
1967
BALL STATE UNIVERSITY
MUNCIE, INDIANA
DEPARTMENT OF HEALTH, EDUCATION
AND WELFARE
OFFICE OF EDUCATION
CAPTIONED FILMS FOR THE DEAF

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

ED025593

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

A Report of the

WORKSHOP FOR IMPROVING INSTRUCTION OF THE DEAF.

BALL STATE UNIV~~ERSITY~~,
Muncie, ~~Indiana~~.

July 10—August 11, 1967).

FOREWORD

Like its predecessors the fifth annual Workshop for Improving Instruction of the Deaf was held at Ball State University, Muncie, Indiana, and was funded by the United States Office of Education.

Twenty qualified instructors of the deaf, two resource personnel and an interpreter participated under the direction of the project director, Dr. Donald G. Ferguson, Associate Professor of Education, Ball State University, Muncie, Indiana, and the project coordinator, Dr. Doin Hicks, Principal, Pilot School for the Deaf, Dallas, Texas, during a five-week period July 10—August 11, 1967.

Financed by the Captioned Films for the Deaf branch of the United States Office of Education, the workshop had as its primary purpose the evaluation and annotation of existing media in the area of vocational education. In addition, study was made and brief reports were written in the areas of prevocational education, vocational guidance and trends in vocational education.

PERSONNEL

Mr. Elwood Bland	Hampton, Virginia
Mr. Raymond Butler	Morganton, North Carolina
Mrs. Virginia Diot	Vancouver, Washington
Miss Margaret Doyle	Philadelphia, Pennsylvania
Mr. Jack Gannon	Omaha, Nebraska
Mrs. Nettie Garber	Berkeley, California
Mr. Camell Gardner	Detroit, Michigan
Mr. Alfred Hoffmeister	West Hartford, Connecticut
Mr. Uel Hurd	Olathe, Kansas
Mr. Earle Jones	Seattle, Washington
Miss Joanne Meek	Riverside, California
Mr. Arthur Merklin	Fulton, Missouri
Mr. Alonzo Murray	West Trenton, New Jersey
Mr. Marvin Rood	Romney, West Virginia
Mr. John Rybak	Buffalo, New York
Mr. Salvatore Scozzari	White Plains, New York
Mr. Paul Small	Morgana, California
Mr. Bert Spertstad	Dearborn, Michigan
Mr. Donald Wilkinson	Santa Fe, New Mexico
Mr. Paul Zieske	Flint, Michigan

Resource Director	
Mr. John Degler	Philadelphia, Pennsylvania
Assistant Resource Director	
Mr. John Frankovich	Decatur, Illinois
Film Handler	
Mr. Bobby Dudelston	Muncie, Indiana
Editor	
Miss Violet Schonhardt	Indianapolis, Indiana
Secretaries	
Miss Jan Braun	Muncie, Indiana
Mrs. Celia Burns	Muncie, Indiana
Mrs. Donna Howard	Muncie, Indiana
Interpreter	
Mr. Charles Overholser	Portland, Maine
Project Coordinator	
Dr. Doin Hicks	Dallas, Texas
Project Director	
Dr. Donald Ferguson	Muncie, Indiana

TABLE OF CONTENTS

I. Introduction 1

II. Film Resources and Distributors 5

III. Reference A 13

IV. Reference B..21
  A. Business Education 25
    1. Bookkeeping 26
    2. General Business..34
    3. Key-Punching 40
    4. Office Practice 42
    5. Typewriting...53

  B. Metals 65

  C. Home Economics 103
    1. Consumer Education 104
    2. Clothing..109
    3. Child Care 113
    4. Family Living...117
    5. Home Decoration..123
    6. Foods...127

  D. Woods 161

  E. Graphic Arts..187

INTRODUCTION

INTRODUCTION

The vocational resources for the several selected areas of vocational education were reviewed, evaluated and annotated by two committee members in each of the following sections:

1. Graphic Arts
2. Metals
3. Woods
4. Home Economics
5. Business Education

All committee members were qualified vocational teachers of the deaf, each having an average of 20 years of experience in the field.

The basic objective of the committees was to select and annotate resources which would be helpful in presenting materials to deaf students to reinforce learning in the various vocational areas listed above.

To attain this objective the committee members reviewed over 700 resource items including films, filmstrips, slides, transparencies, practice kits; perceptoscope programs, flat pictures, cartridge films, bulletins, and course outlines. Of this total, 61 per cent were recommended as instructional or informative media to be used in classrooms for the deaf and captioned wherever necessary. Fourteen percent were found to be useful if they were updated and revised. Twenty-six percent were considered as unsuitable because of their failure to meet standards set forth by the committees. These standards included the stipulation that:

1. the resource be captioned or re-captioned, if necessary;
2. the resource be up-to-date in content and style;
3. the resource be elaborative and informative;
4. the resource be readily identified with the area it is to serve;
5. the resource be specifically applicable in the education of the deaf.

From the fact that only 90 16mm films out of a total of 250 were recommended for use with the deaf, it can be deduced that this type of film receives very little emphasis when production of vocational education films is considered. Most of the films that were found unsuitable for this area needed considerable updating since some were produced ten or more years ago.

In compiling a bibliography of media for these five selected areas, the teacher must remember that new films are made each year. The list in this bibliography, therefore, is by no means complete, but merely a starting point which should be enriched by every source the teacher can find. The films listed in this book were selected on the basis of language ability, age level of the deaf students who will view the films, and on the subject content of the media. All of the previewers discovered that filmstrips, as resources, were plentiful and of practical use. Seventy-four percent of those evaluated were highly recommended. Some needed captioning, but, for the most part, they presented material without the need of additional interpretation.

The procedures of each committee member were as follows:

1. View or examine the resource.
2. Discuss all its facets.
3. Evaluate it on a comprehensive rating scale.
4. Annotate it for the final report if found deserving.

The business education resources were selected in the areas of typewriting, office practice, key-punch, and bookkeeping.

Among 16mm films previewed, 13 of a total of 47 were found acceptable in the area of business education. This number represented approximately 28 percent acceptance, which indicated this medium requires a great deal of revision to make it appropriate for use in classrooms for the deaf. Many films which were rejected were films portraying a secretary taking dictation or transcribing from a dictating machine. These films would be appropriate for teaching hearing students but, needless to say, this type of work cannot be performed by a deaf student.

There was an abundance of filmstrips which were of great value for teaching all areas of business education. The use of the filmstrip is recommended as outstanding and beneficial for making teaching and learning more effective.

Transparencies, which were reviewed especially in the bookkeeping area, were quite complete and should prove of great benefit in teaching this subject to deaf students. They enhance and facilitate the teaching of bookkeeping.

The Perceptoscope programs in typewriting, key-punch, and 10-key adding machines were thought to be well organized, and it is recommended that this projector be explored more thoroughly for use in other business subjects.

The various typewriting texts which were reviewed were judged to be relatively of equal value; therefore, no specific one was recommended as being superior.

One resource, which has not been developed for the business teacher, is the 8mm cartridge film. This could be utilized as an excellent visual aid in teaching typewriting to deaf students. Repeated pictures of proper stroking, posture, and rhythm would be especially beneficial in corrective typing procedures.

The metals committee looked critically at such aspects as proper safety practices, accuracy in demonstrations of operations, and clarity of views of machinery parts where construction and use were being projected.

Films with titles indicating machine construction, but which actually only promoted a product, were rejected. Films dealing with iron mining and steel making are plentiful and of excellent quality. The committee was probably most critical in rating these films but only because there were so many good ones available.

A few films which show how appliances, autos, guns, and other such products are produced commercially were found applicable for instructional purposes because these can give the student clearer notions of working conditions which are different from those found in the school shop.

Films which demonstrate shop operations are scarce and those available need updating. Some were accepted only because nothing better is available.

There are more usable filmstrips available than 16mm films. Most are already captioned. Some words describing the illustrations are difficult, but it is expected that the teacher would help clarify the meanings or encourage the student to look these up on his own in the dictionary. It is thought that this will improve the students' vocabulary of trade terminology.

The home economics teacher has a big task in just keeping up with current teaching materials. She can do this by belonging to local and national organizations, by reading trade journals, and by being aware of community resources. The classroom cannot remain static with the changing world around it. The teacher should use all of the available media and be alert to new methods and ways of teaching, and she can pioneer some of her own.

In compiling the resources for the home economics field, 16mm films were selected for the areas of foods, clothing, child care, family living, home decoration, and consumer buying. There seems to be an abundance of films and filmstrips on foods produced by commercial companies, many of which are good and have been recommended as listed in this report.

Clothing, child care, and home decoration are areas in which new media need to be developed. Many available materials in the areas of family relations and consumer buying need revision for effective classroom use with the deaf student. It is suggested that new materials in these areas also be developed to provide effective teaching aids for the deaf.

More than 170 resource items have been reviewed and evaluated by the home economics area.

In evaluating the resources in the woods area, the committee carefully appraised each one, approving those which were thought to be beneficial to the deaf student, and rejecting the ones which were thought to be unsuitable for instructional purposes.

In approving films which should be captioned, the committee considered the ability of the deaf student to grasp the purpose of each film. There is a lack of available films demonstrating the various operations of woodworking machines with two exceptions: the variety saw and portable electric tools.

Out of thirty-five 16mm films reviewed, only eleven were found suitable for captioning in the area of woodworking. The rest needed updating and revising to fit the special needs of deaf students.

In the filmstrip resources, many excellent ones were reviewed and highly recommended. Of 106 filmstrips, the committee selected 87 percent of them as being of exceptional value in teaching woodworking to deaf students. Many of them dealt with hand tools (their use and safety) and were already captioned.

Films and filmstrips, which can be used as teaching aids in the field of graphic arts, are limited. They serve, for the most part, to acquaint the pupil with the scope of occupations available in printing and the allied trades. The committee searched especially for media which would help motivate the pupil and instill in him a desire to seek training in a vocation which would provide economic security and personal satisfaction.

A total of 84 films and filmstrips were evaluated. Of this number, 60 were recommended for use with deaf students. Most of them will prove valuable as teaching aids. The remainder have value as related information media. The films and filmstrips which were rejected were too technical for the deaf student.

FILM RESOURCES AND DISTRIBUTORS

In the Appendix is a list of films and filmstrips which were previewed but found unacceptable for deaf educational situations.

Names and addresses of sources from which materials in this Report may be obtained. Requests should be directed to the Distributor unless otherwise indicated.

A B Dick Co., Inc.
4323 East River Drive
Philadelphia, Pa. 19129

American Academy of Pediatrics
1801 Hinman Avenue
Evanston, Illinois 60204

American Bottlers of Carbonated Beverages
1128 Sixteenth Street, N. W.
Washington, D.C. 20036

American Cyanamid Company
Fibers Division
111 W. 40th St.
New York, New York 10018

American Forest Products Industries, Inc.
1835 K Street, N. W.
Washington, D. C. 20236

American Gas Association
420 Lexington Avenue
New York, New York 10017

American Institute of Timber Construction
1757 K Street, N. W.
Washington, D. C. 20206

American Iron and Steel Institute
150 East Forty-second Street
New York, New York 10017

American Lamb Council
Consumer Sales Dept.
520 Railway Exchange Building
Denver, Colorado 80202

American Meat Institute
400 East Ontario Street
Chicago, Illinois 60611

American Paper & Pulp Assoc.
122 E. 42nd Street
New York, New York 10017

American Technical Society
Chicago, Illinois 60637

Addressograph-Multigraph Corp.
Cleveland, Ohio 44117

Agriculture Research Service
U.S. Department of Agriculture
Washington, D. C. 20250

Association Films, Inc.
324 Delaware Avenue
Oakmont, Pa. 15139

Audio-Visual Div.
Popular Science Publishing Co., Inc.
355 Lexington Ave.
New York, N. Y. 10017

Audio Visual School Service
386 Fourth Ave.
New York, New York 10016

The Babcock & Wilcox Co.
Director, Advertising and Public Relations
161 East 42nd Street
New York, New York 10017

Bailey Films, Inc.
6509 DeLongpre Ave.
Hollywood, Calif. 90028

Ball State University Film Service
Ball State University
Muncie, Indiana 47306

Bethlehem Steel Corp.
Industrial and Public Relations Dept.
Bethlehem, Pa.

Betty Crocker Film Library
General Mills Inc.
9200 Waysata Blvd.
Minneapolis, Minnesota 55440

Bowaters Southern Paper Corp.
Calhoun, Tennessee 37309

Brandon
200 West 57th Street
New York, New York 10017

Browning Arms Co.
1706 Washington Ave.
St. Louis, Mo. 63103

The Bruce Publishing Co.
704 Bruce Building
Milwaukee, Wisconsin 53201

C and H Sugar Kitchen
P.O. Box 3669
San Francisco, California 94119

Carnation Milk
Home Service Director
Los Angeles, California 900

Cereal Institute, Inc.
135 S. La Salle Street
Chicago, Illinois 60603

Chas. A. Bennett Co., Inc.
809 W. Detweiller Drive
Peoria, Illinois 61614

Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Churchill Films
662 North Robertson Boulevard
Los Angeles, Calif. 90060

Colonial Films, Inc.
70 Fairlie Street, N.W.
Atlanta, Georgia 30303

The Colorado Fuel and Iron Corp.
Publicity Dept.
P. O. Box 316
Pueblo, Colorado 81002

Commercial Food Service Department
Farley Manning Associates, Inc.
342 Madison Ave.
New York, New York 10017

Consumers Institute
General Electric Co. Appliance Park
Louisville, Kentucky 40225

Coronet Films
Chicago, Ill. 60601

Creative Visuals, Inc.
Box 310
Big Springs, Texas 79720

Curriculum Materials Corp.
1319 Vine Street
Philadelphia, Pa. 19107

DCA Educational Products, Inc.
4865 Stenton Avenue
Philadelphia, Pa. 19144

Department of Institution Management
Syracuse University
Syracuse, New York 13210

The Diversey Corporation
212 West Monroe Street
Chicago, Illinois 60606

Don Bosco Films
New Rochelle, New York 10802

DuArt Film Lab., Inc.
U.S. Government Film Services
245 W. 55th Street
New York, N. Y. 10019

Eastman Kodak Co.
Rochester, New York 14650

Economics Laboratory, Inc.
Guardian Building
St. Paul, Minnesota 55101

Educational Department
Coty Inc.
423 W. 55th Street
New York, New York 10019

Encyclopedia Britannica Films
1150 Wilmette Avenue
Wilmette, Illinois 60091

Entelek, Inc.
42 Pleasant Street
Newburyport, Mass. 09150

Evaporated Milk Association
228 North La Salle Street
Chicago, Illinois 60601

Eye Gate House, Inc.
146-01 Archer Avenue
Jamaica, New York 11435

Fine Hardwoods Assoc.
666 N. Lake Shore Drive
Chicago, Illinois 60611

Fish and Wildlife Service
Department of the Interior
Washington, D. C. 20225

Follett Publishing Co.
1010 W. Washington Blvd.
Chicago, Ill. 60607

Ford Motor Co.
Educational Affairs Dept.
The American Road
Dearborn, Michigan

Friden, Inc.
San Leandro, California

Frozen Potato Products Institute
333 North Michigan Avenue
Chicago, Illinois 60601

General Electric Co.
Home Economics Dept.
1285 Boston Ave.
Bridgeport, Conn. 06602

General Foods Corp.
10 Columbus Circle
New York, New York 10019

General Motors Corp.
Public Relations Staff—Film Library
General Motors Building
Detroit, Michigan 48202

Government Film Department
United World Films, Inc.
1445 Park Avenue
New York, New York 10029

Graphic Arts Technical Foundation
4615 Forbes Avenue
Pittsburgh, Pa.

H. J. Heinz Co.
Pittsburgh, Pa.

Hammermill Paper Co.
Erie, Pa.

Hardwood Plywood Institute
P. O. Box 6246
Arlington, Virginia 22206

Home Service Department
Carnation Company
Los Angeles, California

Linda Marshall
Home Service Department
The Maytag Company
Newton, Iowa 50208

Household Finance Corp.
Money Management Institute
Prudential Plaza
Chicago, Illinois 60601

Howard W. Sams & Co., Inc.
4300 West 62nd Street
Indianapolis, Indiana 46268

IBM Corporation
Seven Penn Center
Philadelphia, Pa. 19103

Industrial Forestry Assoc.
1410 S.W. Morrison Street
Portland, Oregon 97225

Institutional Products Division
General Foods Corporation
250 North Street
White Plains, New York 10605

The Jam Handy Organization
2821 East Grand Boulevard
Detroit, Michigan 48211

Jones and Laughlin Steel Corp.
3 Gateway Center
Pittsburgh, Pa. 15230

Kraft Foods
P. O. Box 986
Dayton, Ohio 45401

Kroehler Mfg. Co.
666 Lake Shore Drive
Chicago, Illinois 60611

The L. S. Starrett Co.
Athol, Massachusetts 01331

Lawry's Foods, Inc.
Box 2572, Terminal Annex
Los Angeles, California 90054

Lenox, Inc.
Prince and Meade Streets
Dept. B-3
Trenton, New Jersey 08605

Lone Star Steel Company
P. O. Box 12226
Dallas, Texas 75200

MacMillan, Bloedel and Powell River Ltd.
1199 W. Pender Street
Vancouver 1, Canada

Market Forge Company
35 Garvey Street
Everett, Mass. 02149

McBee Systems
Practical Methods Center
Dept. 12-4-2
Athens, Ohio 45701

McCall Corporation
Dept. SS
Dayton, Ohio 45401

McCormick-Mathers Publishing Co.
Wichita, Kansas 67201

McGraw-Hill Book Co.
Text-Film Div.
330 West 42nd Street
New York, N. Y. 10036

Mr. Frank Hufford
Modern Hearing Aids
927 Nineteenth Street N.W.
Washington, D.C. 20006

Modern Learning Aids
3 East 54th Street
New York, New York 10022

Modern Talking Picture Service
1212 Avenue of the Americas
New York, New York 10036

Money Management Institute
Household Finance Corp.
Prudential Plaza
Chicago, Illinois 60601

National School Service Bureau
National Blank Book Company
Holyoke, Massachusetts 01040

The National Committee for Education
in Family Finance
488 Madison Avenue
New York, New York 10022

National Forest Products Assoc.
1619 Massachusetts Ave., N.W.
Washington, D.C. 20036

National Live Stock and Meat Board
36 South Wabash Ave.
Chicago, Illinois 60603

National Restaurant Association
1530 North Lake Shore Drive
Chicago, Illinois 60610

National Secretaries Association
1103 Grand Avenue
Kansas City, Missouri 64106

Newsweek, Dept. CG
444 Madison Avenue
New York, New York 10022

Office of Education
Department of Health, Education & Welfare
Washington, D. C. 20202

The Ohio State University
Film Distribution Center
Motion Picture Division
1885 Neil Avenue
Columbus, Ohio 43210

Oxford Filing Supply Co., Inc.
Clinton Road
Garden City, New York 11533

Pellon Corporation
1120 Avenue of the Americas
New York, New York 10036

Pillsbury
Educational Department
Minneapolis, Minnesota 55402

Pineapple Growers Association
215 Market Street
San Francisco, California 94105

Proctor and Gamble Advertising
Service Building
2150 Sunnybrook Drive
Cincinnati, Ohio 45237

James W. Walker
Publications Distributions, Office of
Education
400 Maryland Ave.
Washington, D.C. 20202

Remington Rand
Division of Sperry Rand Corp.
1290 Avenue of the Americas
New York, New York 10019

Reynolds Metals Co.
Home Economics Division
Richmond, Virginia

Safety Consultation Training Services
P. O. Box 7306
Washington, D. C. 20044

Sara Lee
Consolidated Foods Corp.
Chicago, Illinois

Sears, Roebuck and Co.
Consumer Education Division 703
Chicago, Illinois 60607

Sheldon Machine Co., Inc.
4258 North Knox Avenue
Chicago, Illinois 60641

Society for Visual Education
1345 Diversey Parkway
Chicago, Illinois 60614

Stanley Bowmar Co., Inc.
12 Cleveland Street
Valhalla, New York 10595

Sterling Movies U.S.A.
43 West 61st Street
New York, New York 10022

Sterling Silversmiths of America
551 Fifth Avenue
New York, New York 10017

Sunkist Growers
Consumer Service and Nutrition Research
Box 2706, Terminal Annex
Los Angeles, California 90054

Swift and Company
Home Service Department
Chicago, Illinois 60609

Swift and Co.
Refinery Dept.
Union Stock Yards
Chicago, Illinois

Teachers Practical Press, Inc.
47 Frank Street
Valley Stream, Long Island, New York 11580

Technifax Corp.
Holyoke, Mass. 01040

Tescom Corp.
27th Avenue and 4th Street Southeast
Minneapolis, Minnesota 55414

Theodore Audel & Co.
Div. of Howard W. Sams & Co., Inc.
Indianapolis, Indiana 46206

Tweedy Transparencies, Inc.
208 Hollywood Avenue
East Orange, New Jersey 07018

Ulano
610 Dean Street
Brooklyn, New York 11238

U. S. Forest Service
Washington, D. C. 20225

U. S. Navy
Assistant for Public Information
Potomac River Naval Command
Naval Weapons Plant
Washington 25, D. C.

United States Steel Corp.
Pittsburgh Film Center
525 William Penn Place
Pittsbugh, Pa. 15230

United Transparencies, Inc.
P. O. Box 888
Binghamton, N. Y. 13905

The Welch Scientific Co.
7300 N. Linder Avenue
Skokie, Illinois 60076

Visual Products
3 M Company
2501 Hudson Road
St. Paul, Minnesota 55119

Wespen Audio Visual Company
Box 188
Hawthorn, Penn. 16230

West Coast Lumbermen's Assoc.
1410 S.W. Morrison Street
Portland 5, Oregon 97225

Western Publishing Co.
Western Publishing Educational Services
1220 Mound Avenue
Racine, Wisconsin 53404

Wheat Flour Institute
309 West Jackson Blvd.
Chicago, Illinois 60606

Wyckoff Steel Division
Screw and Bolt Corp. of America
P. O. Box 1256
Pittsburgh, Pa. 15230

Xerox Corp.
Midtown Tower
Rochester, N. Y. 14604

REFERENCE A

12/13

ADDITIONAL MATERIALS PREVIEWED

The following films and filmstrips were previewed and found to have minimum applicability to deaf education:

Business Education — Films

Basic Typing Methods	U. S. Navy
C P A	Associated Films, Inc.
Costs That Make Sense	IBM
IBM 1404 Printer	IBM
Introduction to Foreign Trade	Coronet
Maintainance of Office Machines	Bureau of Aeronautics
Making Change for a Dollar	Coronet
Mimeographing Techniques	Bailey Films
Office Courtesy	Encyclopedia Britannica
Office Teamwork	Encyclopedia Britannica
Salesmanship: Career Opportunities	Gilbert Altschul Productions
Secretary Taking Dictation	Coronet
Secretary's Normal Day	Coronet
Secretary Transcribing	Coronet
Story of Distributive Education	Association Films
Take a Letter Please	Bureau of Aeronautics
Tale of Two Planets	Rarig's Inc.
Through a Mirror	Jam Handy
What is Business	Coronet
What is a Contract	Coronet
Who Wrote That	Associated Films, Inc.

Business Education — filmstrips

Basic Forms: Typing 646517	McGraw Hill Book Co.
Budget Ideas for Youth	Visual Education Consultants, Inc.
Business and Government	McGraw Hill Book Co.
Business Methods for Young People	Visual Education Consultants
Communication in Modern Life	McGraw Hill Book Co.
Education — Communication and the Student	Addressograph Multilith Co.
Financial Planning for Young People	Visual Education Consultants, Inc.
Initiative vs Aggressiveness	McGraw Hill Book Co.
Money Lesson for Primary Grades	Visual Education Consultants, Inc.
Organization and Planning	McGraw Hill Book Co.

Secretary as a Receptionist	McGraw Hill Book Co.
Secretarial Training—Getting a Job	McGraw Hill Book Co.
Succeeding In Your Career	McGraw Hill Book Co.
Transportation and Modern Life	McGraw Hill Book Co.
Using Punctuation and Capital Letters	Jam Handy
Using Travel Services	McGraw Hill Book Co.

Graphic Arts—films

According to Plan	McGraw Hill Book Co.
Auxiliary Views: Double Auxiliaries	McGraw Hill Book Co.
Basic Camera	U. S. Navy
Drawing and the Shop	McGraw Hill Book Co.
Graphing Linear Equations	Coronet
How Film is Made	Eastman Kodak
Language of Drawing	McGraw Hill Book Co.
Language of Graphics	Coronet
Let's Draw With Crayons	Coronet
Let's Paint with Water	Coronet
Paper pulp-making	Coronet
Photography at Work	Eastman Kodak
Pictorial Sketching	McGraw Hill Book Co.
Principles of Scale Drawing	Coronet
Principles of Size Description	McGraw Hill Book Co.
Printing the Positive	U. S. Navy
Selections and Conventions	McGraw Hill Book Co.
Selection of Dimensions	McGraw Hill Book Co.
Shape Description Part I	McGraw Hill Book Co.
Shape Description Part II	McGraw Hill Book Co.
Single Auxiliaries	McGraw Hill Book Co.
Your Career in Printing	Modern Learning Aids

Graphic Arts filmstrips

Multilith Offset Printing	General Pictures Corp.
Offset and You	A. B. Dick Co.
Varityper 720	Varityper Corp.

Home Economics—films

Adventures in Dairyland	Walt Disney for Am. Dairy Council
America's First Silver Plate	International Silver Co.
Arts and Secrets of Chinese Cookery	Douglas Films
Ballad of Soup Da Jour	Campbells Soup
Better Breakfasts, USA	Midwest Film Co.
Careers in Restaurant Management	Ohio State University

Chocolate Crossroads of the World	Hershey Prod. Inc.
The Chocolate Tree	Nestle Co.
Comprehending Blending	Porat Films
Designs for the Home Maker	Sound Masters, Inc.
The Enchanted Pot	Karo Corn
Food and Nutrition	Encyclopedia Britannica
Food, The Color of Life	National Dairy Council
Good Things from the Garden	George Ryan, Inc.
Here They Come	Margaret Forge Co.
The Invaders	Dallas Jones Co.
Is the Modern Homemaker Modern	Clorox Co.
Keys for the Homes of Tomorrow	Sears
Kitchen Key Board	Johnson Film, Inc.
Meet Mr. Blue Lake	Blue Lake Green Bean Canners, Inc.
The Miller Grinds Wheat	Bailey
A New Art In Cooking	Concept Prod.
Only Silk is Silk	Dolphin Prod.
Patterned for Dining	Hartley Prod.
Principles of Baking	ERIP Classroom Films
Principles of Cooking	EPI Films
Take a Can of Salmon	Sun Dial Films
Uncle Jim's Dairy Farm	Jam Handy
You Can Do Wonders with Sausage	Gooch
Voyage to Paradise	ERA Production
Where Do Walnuts Go?	Vista Films
Who Will Come to My Party	Modern Talking Pictures

Home Economics — filmstrips

Child Care Series	McGraw Hill Book Co.
Cindy and Bill's New Carpet	American Cyanamid Co.
Clothing Care Clues	Visual Education Consultants
The Cooking Series	McGraw Hill Book Co.
Creative Cookery with Cereals	Midwest Film Studios
Designed For You	American Cyanamid Co.
Don't Be a Missing Link	National Safety Council
The Fabulous World of Food	Mozin-Wyckoff Film
Fiber Care	Visual Education Consultant
Food and Nutrition Series	McGraw Hill Book Co.
From the Ice Age to the Frozen Food Age	Sara Lee
Fun Food Album	Armour and Co.
Go, Grow and Glow with Carnation	Carnation Co.
The Grain of Fabric	Visual Education Consultant

How Apples Grow	National Apple Institute
How's Your House	McGraw Hill Book Co.
Identification of Cuts of Beef	Colonial Films
Infant Care Series	McGraw Hill Book Co.
Let's Decorate the Bathroom	Sears
Managing Your Clothing Dollars	Sears
Mixing Magic	Proctor and Gamble
Parties are for Pleasure	McGraw Hill Book Co.
Party Planning	Reynolds Metals
Safety is Up to You	Evaporated Milk Assoc.
Shopper's Hidden Treasure Kit	Visual Education Consultant
Sparkling Taste Treats	American Bottlers of Carbonated Beverages
Spending Your Food Dollars	Household Finance Corp.
Stain Removal	Visual Education Consultant
The Story of Milk	Society for Visual Educations
There's Nobody Just Like You	McGraw Hill Book Co.
Underlining and Lining a Dress	McCall Patterns
Washday Wonders	Proctor and Gamble
Welcome to the Family	McGraw Hill Book Co.
The Well Dressed Teenager	McGraw Hill Book Co.
Your Space Age Kitchen	Sears
Metal—films	
Aluminum Is Not Only Aluminum	Aluminum Co. of America
Aluminum of the Skyline	Associated Films
America's First Silver Plate	International Silver Co.
Arc Welding Electrode Selection	John Lythe
The Bandsaw	Rockwell Mfg.
Changing the Face of the Earth	Thomas Barbre Prod.
Cut-Off Machine	Associated Films
Construction of a Light Airplane	Piper Aircraft Corp.
Delta Shop	Associated Films
Drill Press—Basic Holding Techniques	Encyclopedia Britannica
The Family of Steels	Film Distribution Center
Farmer Brown—Steelworker	Thomas Barbre Prod.
Fine Art of Sterling	Reed and Barton
Futures in Steel	Bethlehem Steel Co.
Grader Blades	Thomas Barbre Prod.
Indian Paint	Thomas Barbre Prod.
Indian Paint—Wickwire Rope	Thomas Barbre Prod.
The Metal Lathe	Associated Films
Metal and Non-Metals	Coronet

Miracle of Modern Steel	American Iron and Steel Institute
New World of Stainless Steel	Modern Talking Pictures
Beauty in Precious Metals	Associated Films
Rails to Go	Thomas Barbre Prod.
Spot Welding	U.S. Government Films Service
This is Steel	Bethlehem Steel Co.
To Reach the Dawn	Reynolds Aluminum Co.
Treasure Chest	Film Distributors Co.
World's Most Modern Plate Mill	Bethlehem Steel Co.
Metal—filmstrips	
Automotive Mechanics Series	McGraw Hill Book Co.
Automotive Electrical Equipment Series	McGraw Hill Book Co.
Automotive Electrical Series Generator Output Series	McGraw Hill Book Co.
Automotive Electrical Series Starting System Principles	McGraw Hill Book Co.
Automotive Mechanic Series Gauges and Wiring	McGrawHill Book Co.
Cradle of an American Industry	American Iron and Steel Institute
Wood—films	
Band Saw	Rockwell Mfg.
The Big Difference	Birde and Son Roof Co.
Cut-Off	Rodkwell Mfg.
Machines Help Us	Bailey
The New Forest	Industrial Forestry Assoc.
Not Even A Hurricane	Birds and Sons Roofing Co.
A Piece of Wood	U.S. Forest Service
Woodwork Series	Encyclopedia Britannica
Your Career in Forestry	Weyershsauser Co.
Wood—filmstrips	
Basic Shop Safety	Jam Handy Organization
Introduction to Machining	Jam Handy Organization

REFERENCE B

20/21

STATISTICAL DATA OF RESOURCES FOR SELECTED AREAS

CODE: BE—Business Education HE—Home Economics
E—Woods M—Metals G—Graphic Arts

Rating:	5						4						3-2-1						
	Recommended						Acceptable						Rejected						
RESOURCE	BE	M	W	HE	G	TOT	BE	M	W	HE	G	TOT	BE	M	W	HE	G	TOT	GRAND TOTAL
16 mm. Films	13	30	11	22	14	90	9	16	9	3	9	46	25	23	15	29	22	114	250
Film Strips	32	77	93	56	46	304	12	15	5	11	1	44	15	0	18	30	2	65	413
Sets of Slides	0	2	0	0	2	4		0			0	0	1	0	1		1	3	7
Sets of Transparencies	3	2	3		1	9	1	0		1	0	2	4	0		2	0	6	17
Books	4	4	10	4	29	51		0		10	1	11	10	0	1	1	0	12	74
Kits	4	1			2	7					0	0	0	0			0	0	7
Perceptoscope Programs	4					4	0				0	0						0	4
Bulletins																			
8 mm Cartridges																1		1	1
Course Outlines		4		3		7		1		1		2						0	9
Totals	60	120	117	85	94	476	22	32	14	26	11	105	55	23	36	62	25	201	782

TOTAL RESOURCES

476 Recommended
105 Acceptable with revision and updating
201 Rejected

782 Reviewed and evaluated

BUSINESS EDUCATION

BOOKKEEPING

Title:
ACCOUNTING BASIC PROCEDURES
Medium:
film
Producer:
Coronet
Distributor:
Coronet

Color—Black & White:
black & white
Length:
11 minutes
Area:
Business Education
Subject:
Bookkeeping

Annotation: The film portrays a simple business operation between a boy and his father, and the records which are needed to conduct their business. This film presents many basic terms of accounting, such as asset, liability, debit, credit, net worth, capital, balance sheet and income statement. Special film effects are used to help the students visualize the meanings of these terms.

Major Purpose: To learn the major elements of an accounting system and to illustrate its purposes and values

Technical Quality (sound, photography, etc.):

Interest and Reading Levels: senior high

High Low
Overall Rating: 5 4 3 2 1

Title:
ACCOUNTS AND ANALYSIS
OF TRANSACTIONS
Medium:
filmstrip
Producer:
McGraw Hill Book Co.
Distributor:
McGraw Hill Book Co.

Color—Black & White:
color
Length:
36 frames
Area:
Business Education
Subject:
Bookkeeping

Annotation: This filmstrip explains why accounts are necessary; how accounts are opened from the balance sheet; how increases and decreases are recorded in accounts; and how transactions are analyzed. Questions and correct answers are given to reinforce the materials learned.

Major Purpose: To learn the uses of accounts and the rules of debits and credits

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high

General Comments: An excellent graphic presentation for introducing transactions and showing how the accounts are affected by the transactions.

High Low

Overall Rating: 5 4 3 2 1

Title:
BOOKKEEPING EQUATION AND BALANCE SHEET

Medium:
filmstrip

Producer:
McGraw Hill Book Co.

Distributor:
McGraw Hill Book Co.

Color—Black & White:
color

Length:
20 frames

Area:
Business Education

Subject:
Bookkeeping

Annotation: This filmstrip explains the three fundamental elements in bookkeeping: assets, proprietorship, and liabilities, in a simple, colorful and clear manner. Drawings and diagrams are used to illustrate each point. It demonstrates how the balance sheet is properly written.

Major Purpose: To learn the purpose of the balance sheet and to acquaint the student with the equation

Technical Quality (sound, photography, etc.): excellent

Interest and Reading Levels: junior high

General Comments: A very simple and informative means for introducing bookkeeping in a school for the deaf.

High Low

Overall Rating: 5 4 3 2 1

Title:
BOOKKEEPING FORMS
(Projectual nos. 01032 to 01040)

Medium:
transparencies

Producer:
Technifax Corp.

Distributor:
Technifax Corp.

Color—Black & White:
black & white

Length:
9 transparencies

Area:
Business Education

Subject:
Bookkeeping

Annotation: These transparencies make possible an effective visual presentation of bookkeeping forms for:

1. accounts receivable
2. general journal
3. cash journal
4. worksheet
5. accounts payable ledger
6. cash receipts journal
7. purchase journal
8. combination journal
9. ledger

Major Purpose: To use as samples of various bookkeeping forms

Technical Quality (sound, photography, etc.):

Interest and Reading Levels: junior high

High Low

Overall Rating: 5 4 3 2 1

Title:
THE BOOKKEEPING PROCESS
(Part II—Using the Books)
Medium:
filmstrip
Producer:
Society for Visual Education, Inc.
Distributor:
Society for Visual Education, Inc.

Color—Black & White:
color
Length:
45 frames
Area:
Business Education
Subject:
Bookkeeping

Annotation: This is a continuation of the bookkeeping cycle, USING THE BOOKS, which illustrates how transactions are recorded in the journal, posted in the ledger and proved by use of a trial balance. It explains the use of a columnar journal and gives a step-by-step illustration of the proper method of entering the transactions in that journal and also the steps in posting the totals of the special columns of the columnar journal.

Major Purpose: To learn how to record, post, and prove business transactions

Technical Quality (sound, photography, etc.) excellent

Interest and Reading Levels: junior high

General Comments: An excellent presentation for acquainting the bookkeeping student with journalizing, posting and proving business transactions.

High Low

Overall Rating: 5 4 3 2 1

Title:
BOOKKEEPING SET NO. 84452
Medium:
transparencies
Producer:
Technifax Corp.
Distributor:
Technifax Corp.

Color—Black & White:
color & black & white
Length:
60 projectuals
Area:
Business Education
Subject:
Bookkeeping

Annotation: These transparencies are a comprehensive set of 60 projectuals to be used as a complete bookkeeping course. The subject matter is divided into six categories:

1. service businesses
2. merchandising businesses
3. checking accounts
4. cash funds—sales and purchasing; and combination journal statement worksheet forms
5. payrolls

6. depreciation and disposition of fixed assets

Major Purpose: To help a teacher teach bookkeeping by the visual aid method of prepared forms

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high

High Low
Overall Rating: 5 4 3 2 1

Title:
CLOSING ENTRIES
Medium:
filmstrip
Producer:
McGraw Hill Book Co.
Distributor:
McGraw Hill Book Co.

Color—Black & White:
color
Length:
26 frames
Area:
Business Education
Subject:
Bookkeeping

Annotation: This filmstrip shows the need for closing entries, the steps in making closing entries and how net profit or loss is recorded by the use of diagrams, page facsimiles and drawings.

Major Purpose: To learn how to make proper closing entries

Technical Quality (sound, photography, etc.): excellent

Interest and Reading Levels: junior high

General Comments: The graphic illustrations of procedures for closing the books are very helpful in visualizing the correct methods to be used.

High Low
Overall Rating: 5 4 3 2 1

Title:
THE CLOSING PHASE OF THE BOOKKEEPING CYCLE(Part III)
Medium:
filmstrip
Producer:
Society for Visual Education, Inc.
Distributor:
Society for Visual Education, Inc.

Color—Black & White:
color
Length:
38 frames
Area:
Business Education
Subject:
Bookkeeping

Annotation: This filmstrip reviews the first two parts of the bookkeeping cycle, and illustrates the correct method of:

1. preparing a worksheet
2. preparing a profit and loss statement
3. recording and posting closing entries
4. balancing and ruling the accounts in the ledger
5. preparing a post-closing trial balance

Major Purpose: To learn how to close the books at the end of the month

Technical Quality (sound, photography, etc.): excellent

Interest and Reading Levels: senior high

General Comments: This is an excellent presentation of the bookkeeping cycle's closing entries, but it is geared for the advanced student.

High Low

Overall Rating: 5 4 3 2 1

Title:
IMPROVE YOUR HANDWRITING
Medium:
film
Producer:
Coronet
Distributor:
Coronet

Color—Black & White:
black and white
Length:
11 minutes
Area:
Business Education
Subject:
Bookkeeping

Annotation: The picture depicts the experience of Eddie, a high school student, who is encouraged by one of his teachers to concentrate upon improving his handwriting. He begins by thinking about the handwriting methods of some of his classmates who write very well. As Eddie examines each writing example, he notices that there are important factors that should be followed in order to produce good handwriting. He makes a list of them and analyzes his own writing to find his weaknesses. Then he begins to practice writing. The improvement in his writing becomes marked.

Major Purpose: To acquaint the pupil with the factors that constitute good handwriting

Technical Quality (sound, photography, etc.): very good

Interest and Reading Levels: junior high

General Comments: An excellent, graphic, easy-to-follow film with suggestive directions to encourage good handwriting.

High Low

Overall Rating: 5 4 3 2 1

Title:
JOURNALIZING AND POSTING
Medium:
filmstrip
Producer:
McGraw Hill Book Co.
Distributor:
McGraw Hill Book Co.

Color—Black & White:
color
Length:
36 frames
Area:
Business Education
Subject:
Bookkeeping

Annotation: This filmstrip shows how to record transactions in the journal and how to post journal entries to ledger accounts. It explains the uses and purposes of a journal and gives a step-by-step illustration of recording the opening transaction in a journal. It demonstrates the correct method of making journal entries through the use of diagrams and facsimiles of the journal page. The filmstrip also emphasizes the proper way to post a ledger.

Major Purpose: To learn how to enter and post transactions

Technical Quality (sound, photography, etc.): excellent

Interest and Reading Levels: junior high

General Comments: An excellent and graphic means for presenting this material to begininning bookkeeping students.

High Low
Overall Rating: 5 4 3 2 1

Title:
OPENING PHASE OF THE BOOKKEEPING (Part I)

Medium:
filmstrip

Producer:
Society for Visual Education, Inc.

Distributor:
Society for Visual Education, Inc.

Color—Black & White:
color

Length:
43 frames

Area:
Business Education

Subject:
Bookkeeping

Annotation: The filmstrip explains the bookkeeping cycle and gives the major steps in the bookkeeping process. It gives a step-by-step illustration of finding proprietorship, preparing a balance sheet, and journalizing entries. It acquaints the student with the ledger and its purpose, how to open accounts and how to post.

Major Purpose: To learn how to open a set of new books

Technical Quality (sound, photography, etc.): excellent

Interest and Reading Levels: junior high

General Comments: A very good film for the beginning bookkeeping student.

High Low
Overall Rating: 5 4 3 2 1

Title:
PREPARATION OF THE TRIAL BALANCE

Medium:
filmstrip

Producer:
McGraw Hill Book Co.

Distributor:
McGraw Hill Book Co.

Color—Black & White:
color

Length:
32 frames

Area:
Business Education

Subject:
Bookkeeping

Annotation: This filmstrip portrays the steps to be taken in preparing a trial balance, and shows what to do if the trial balance doesn't balance. Also it gives the types of errors not shown by the trial balance. Questions on the materials presented are given to aid in reinforcement of the correct methods to be used.

Major Purpose: To learn the preparation of a trial balance
Technical Quality (sound, photography, etc.): excellent
Interest and Reading Levels: junior high
General Comments: This filmstrip is especially helpful in demonstrating to the pupil the necessity of checking his entries and posting.

High Low
Overall Rating: 5 4 3 2 1

Title:
THE PROPER HANDLING OF CHECKS
Medium:
filmstrip
Producer:
McGraw Hill Book Co.
Distributor:
McGraw Hill Book Co.
Color—Black & White:
color
Length:
45 frames
Area:
Business Education
Subject:
Bookkeeping and General Business
Annotation: This filmstrip explains the function of the check, and traces the complete history of a check through a typical business transaction from the time it is made out until it reaches the makers bank. It shows how to make out a check properly and demonstrates procedures of both parties involved.
Major Purpose: To learn how to write a check and what happens to it after it is written
Technical Quality (sound, photography, etc.):excellent
Interest and Reading Levels: junior high
General Comments: An excellent filmstrip for teaching this phase of bookkeeping, record keeping and general business.

High Low
Overall Rating: 5 4 3 2 1

Title:
TRADE ACCEPTANCE
Medium:
filmstrip
Producer:
McGraw Hill Book Co.
Distributor:
McGraw Hill Book Co.
Color—Black & White:
color
Length:
37 frames
Area:
Business Education
Subject:
Bookkeeping, Typing, Office Practice, General Business Training
Annotation: This filmstrip explains the nature and function of trade acceptance in business. It traces the complete history of a trade acceptance through a typical business transaction. It shows how to make it out correctly and how the bookkeeping procedures of the buyer and seller are handled.

Major Purpose: To learn the functions and preparation of a trade acceptance

Technical Quality (sound, photography, etc.): excellent

Interest and Reading Levels: junior high

General Comments: This filmstrip can also be used in connection with notes receivable and notes payable.

High Low
Overall Rating: 5 4 3 2 1

Title:
WORKSHEET AND FINANCIAL STATEMENT
Medium:
filmstrip
Producer:
McGraw Hill Book Co.
Distributor:
McGraw Hill Book Co.

Color—Black & White:
color

Length:
36 frames
Area:
Business Education
Subject:
Bookkeeping

Annotation: This filmstrip shows how to prepare the following: Worksheet, profit and loss statement and balance sheet. Each presentation uses drawings and facsimiles to give a clear understanding of procedures to follow.

Major Purpose: To learn the methods to use in preparing a worksheet, a balance sheet and a profit and loss statement

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high

General Comments: an excellent portrayal of material to be learned.

High Low
Overall Rating: 5 4 3 2 1

GENERAL BUSINESS

Title:
"BANKING IN ACTION"
Medium:
film
Producer:
American Bankers Assoc.
Distributor:
Association Films Inc.
(free loan)

Color—Black & White:
black & white
Length:
15 minutes
Area:
Business Education
Subject:
General Business

Annotation: This film reviews the scope of services provided by a bank; their involvement with a myriad of businesses and people; their internal expansion of the methods used; their continued aid in community affairs.

The film gives the history of banking, from the early state-owned banks to the present incorporated banking institutions.

Major Purpose: To acquaint the student with the services of a bank

Technical Quality (sound, photography, etc.): excellent

Interest and Reading Levels: junior high

General Comments: Would be very useful in the general business course.

High Low
Overall Rating: 5 4 3 2 1

Title:
BANKS AND CREDIT
Medium:
film
Producer:
Coronet
Distributor:
Coronet

Color—Black & White:
black and white
Length:
11 minutes
Area:
Business Education
Subject:
General Business

Annotation: This film explains the structure of banking principles and the operation of banks. It explains the various services which a bank provides. It follows what happens to checks, displays, and deposits. It gives a step-by-step demonstration of the operation of the loan department of a bank.

Major Purpose: To learn the bank routines, services and procedures

Technical Quality (sound, photography, etc.): fair

Interest and Reading Levels: junior high

General Comments: The film content is good, but it needs updating.

Medium:
film
Producer:
Coronet
Distributor:
Coronet

Length:
10 minutes
Area:
Business Education
Subject:
General Business

Annotation: This is a story about a young man who has been fired from one job (retrenching) and is looking for another job. An employment manager analyzes work attitudes of employees. Punctuality, dependability, getting along with others, cooperation, initiative are demonstrated.

Major Purpose: To develop the proper attitudes for work

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high

General Comments: This film could serve the purpose of pointing out the importance of the attitudes of a person in keeping his job.

High Low
Overall Rating: 5 4 3 2 1

Title:
HOW TO USE A LIBRARY
Medium:
transparencies

Producer:
Western Publication Education

Distributor:
Western Publication Education

Color—Black & White:
color
Length:
41 transparencies
99 overlays
Area:
Business Education
Subject:
General Business
(Library procedures)

Annotation: This series of transparencies gives a complete and graphic illustration of the use and makeup of a library and its equipment. Among the many facets of a library that are portrayed are the following: dewey decimal system, shelf arrangements, catalog cards and card drawers, anatomy of a book, reference books, reader's guide, encyclopedias and their use, use of dictionaries, cross references, note taking, library layout.

Major Purpose: To acquaint the student with the function and use of a library

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high

General Comments: Could be of great value in all areas of business education.

High Low
Overall Rating: 5 4 3 2 1

Title:
INSTALLMENT BUYING
Medium:
film
Producer:
Coronet
Distributor:
Coronet
Color—Black & White:
black & white
Length:
10 minutes
Area:
Business Education
Subject:
General Business

Annotation: This film portrays all facets of installment buying. It discusses the individual citizen's economy. Information is presented about how a citizen can decide whether or not a time payment purchase is wise in any given instance. The film presents an unbiased approach to installment buying.

Major Purpose: To give the student facts about installment buying

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high

High Low
Overall Rating: 5 4 3 2 1

Medium: business practice kit

Area: Business Education

Subject: General Business

Bibliography: Fritz, Noble. **Introductory Business Practice.** McGraw Hill Book Co., New York, N. Y. 1966.

Annotation: This kit contains a narrative of transactions booklet, a pad of business papers—employment application, Social Security number application, rental contracts, sales tickets, checks, statements, deposit slips, reconciliation form and a summary report—stock cards, check book, file folders and file box. The pupil is instructed to read, analyze, and perform daily routines for office and sales work of an office machine rental company.

Major Purpose: To learn how to perform the functions of an office routine

Technical Quality (print, illustrations, etc.): excellent

Interest and Reading Level: junior high

General Comments: This kit is highly recommended for use in the business training phase of the general business course.

High Low
Overall Rating: 5 4 3 2 1

Title:
A LADY AND THE STOCK EXCHANGE
Medium:
film
Color—Black & White:
color
Length:
30 minutes

Producer:
Paramount Pictures
Distributor:
Modern Talking Pictures
(free loan)

Area:
Business Education
Subject:
General Business

Annotation: This film is a comparison of the right and wrong way to invest money. This can be done by going through a broker or through well-meaning friends. It illustrates the "MIP" (Monthly Investment Plan), and the workings of a stock exchange. The story portrays a husband and wife who want to invest some money for the future education of their son but each is acting independently of the other, and the consequences are nearly tragic.

Major Purpose: To learn the importance of careful investigation before investments are made, and to explain the method by which a stock exchange operates

Technical Quality (sound, photography, etc.): excellent

Interest and Reading Levels: junior high

General Comments: An excellent film for general business courses.

High Low
Overall Rating: 5 4 3 2 1

Title:
LOOKING AT BUSINESS CAREERS
Medium:
filmstrip
Producer:
McGraw Hill Book Co.
Distributor:
McGraw Hill Book Co.

Color—Black & White:
black and white
Length:
34 frames
Area:
Business Education
Subject:
General Business

Annotation: This filmstrip gives an overview of the type of business careers that are open to those who are seeking opportunities in that area. Emphasis is placed on considering all types of jobs before selecting one for which a person has talent and interest. Bookkeeping, stenography, selling, and clerical beginning jobs are listed as well as the promotional goals of each area. For example in bookkeeping, the beginning jobs are bookkeeper, cashier and payroll clerk. The promotional goals are certified public accountant, auditor, and treasurer.

Major Purpose: To acquaint the student with job possibilities in business offices

Technical Quality (sound, photography, etc.): fair

Interest and Reading Levels: junior high

General Comments: This filmstrip would be better if it were updated. It should be used as an introduction to the business training course.

High Low
Overall Rating: 5 4 3 2 1

Title:
THE STORY OF OUR MONEY SYSTEM
Medium:
film
Producer:
Coronet
Distributor:
Coronet

Color—Black & White:
black & white
Length:
11 minutes
Area:
Business Education
Subject:
General Business

Annotation: The film traces the history of barter and trade and illustrates how the search for material to serve for bartering began. Ancient Greece is visualized as the nation which led the way in discovering and establishing a monetary system. The Roman Empire's contribution is explained. The development of the monetary system in the United States is traced

Major Purpose: To define money and to trace its history

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high

General Comments: A good explanation of the development of the monetary system; but to be more effective, the film should be updated and produced in color.

High Low
Overall Rating: 5 4 3 2 1

Title:
USING PUNCTUATION AND CAPITAL LETTERS
Medium:
filmstrip
Producer:
Jam Handy Organization
Distributor:
Jam Handy Organization

Color—Black & White:
color
Length:
132 frames
Area:
Business Education
Subject:
Business English

Annotation: This is a humorous cartoon treatment which holds student interest in developing an understanding of the correct usage of punctuation and capital letters. There are numerous participation frames to reinforce student learning. The series covers: end punctuation; capital letters; the comma in a friendly letter; the comma's other uses; the apostrophe; the colon and italics; and punctuating direct quotations.

Major Purpose: To learn and review punctuation and capital letter usage

Technical Quality (sound, photography, etc.): excellent

Interest and Reading Levels: junior high

General Comments: An excellent presentation which can be used to review an important phase of business English.

High Low
Overall Rating: 5 4 3 2 1

KEY-PUNCHING

Title:
IBM CARD PUNCH OPERATOR TRAINING
Medium:
perceptoscope
Producer:
Perceptual Development Laboratories
Distributor:
Perceptual Development Laboratories

Color—Black & White:
black and white
Length:
13 films (31 teaching units) 5 loops
3 proficiency drills
Area:
Business Education
Subject:
Card Punching

Annotation: This series of films illustrates the following:

1. explanation of basic fundamentals of IBM card use
2. instruction in operation of the card punch machine
3. instruction in program card preparation and use
4. training in special techniques to aid production
5. training in good work habits
6. vocabulary building
7. a planned program of drill exercises
8. daily measurement of proficiency and record of progress

Major Purpose: To train key punch operators
Technical Quality (sound, photography, etc.): excellent
Interest and Reading Levels: junior high
General Comments: Excellent program that should be included in the business education departments of all schools for the deaf.

High Low
Overall Rating: 5 4 3 2 1

Medium: key punch training kit
Area: Business Education
Subject: Key Punching
Bibliography:________. **Key-Punch Training Course.** Bux South-Western Publishing Co., Chicago, Ill. 1966.
Materials: text book, job instructions booklet, punched cards for finger and keyboard exercises, punched cards for special jobs.
Annotation: This course is specifically designed to prepare the student to get acquainted with actual materials and methods used in a data processing department of a company. Practice is obtained for key punching from source documents, labor distribution, customer sales, payroll, accounts receivable, and accounts payable. A card file box and record sheets are supplied. Program cards are required for each job.

Major Purpose: To train a student for a key-punching job
Technical Quality (print, illustrations, etc.): excellent
Interest and Reading Levels: junior high
General Comments: This course is given in conjunction with the Perceptoscope IBM Key Punch Training Program and will fully prepare deaf students for key-punching jobs.
High Low
Overall Rating: 5 4 3 2 1

OFFICE PRACTICE

Medium: business practice kit
Area: Business Education
Subject: Office practice
Bibliography: L. A. Foster Co. **Business Practice Set.** South-Western Publishing Co., Cincinnati, Ohio. 1963.
Annotation: This practice set provides the transactions and business forms that are required in keeping the records of a retail office supply and equipment store. The student is employed for one month as an office assistant. The materials consist of a book of journals, a customer ledger, a check book, files, invoices, and statements. It can be used independently of a text book.
Major Purpose: To acquaint the student with office routines and to give him practice in performing office duties
Technical Quality(print, illustrations, etc.): excellent
Interest and Reading Level: senior high
General Comments: An excellent kit for inclusion in an office practice course.

High Low
Overall Rating: 5 4 3 2 1

Title:
A CAREER THAT COUNTS
Medium:
filmstrip and record
Producer:
Pilot Productions, Inc.
Distributor:
Victor Comptometer Corp.
(free loan)

Color—Black & White:
color
Length:
109 frames
Area:
Business Education
Subject:
Office practice

Annotation: The filmstrip reveals the importance of "figure work specialists" in making decisions in business economy.

Business automation points to the fact that many vacancies in the figure work specialists area occur daily. They are vital in:

1. Preparation and verification of information
2. Feeding the information into a computer (The use of the computer is demonstrated and explained)

Modern office surroundings are portrayed along with the story of a girl learning how to be a figure work specialist.
Major Purpose: To learn the importance of a figure work specialist in a modern office
Technical Quality (sound, photography, etc.): excellent

Interest and Reading Levels: junior high

General Comments: This film would be very useful in acquainting the beginning student in office work.

High Low
Overall Rating: 5 4 3 2 1

Title:
CLERICAL SKILLS TRAINING
(10 key Adding Machine)
Medium:
perceptoscope
Producer:
Perceptual Development Laboratories
Distributor:
Perceptual Development Laboratories

Color—Black & White:
black and white

Length:
4 films and two loops
Area:
Business Education
Subject:
Office Practice

Annotation: This program is designed to develop trainee skill in the operation of the 10 key adding and 10 key calculating machines. This is done through a series of films which project numbers carefully selected at a timed pace. The "touch system" is used.

Major Purpose: To learn the basic techniques and develop accuracy and speed in the operation of 10 key adding and calculating machines

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high

General Comments: This film would be very good and beneficial to training students in the office machine course.

High Low
Overall Rating: 5 4 3 2 1

Title:
DUPLICATING BY THE
SPIRIT METHOD
Medium:
film
Producer:
Bailey Film, Inc.
Distributor:
Bailey Film, Inc.
(rent)

Color—Black & White:
color

Length:
15 minutes
Area:
Business Education
Subject:
Office Practice

Annotation: This is a complete presentation for preparing copies by the fluid process method: preparing a master; correcting errors; step-by-step instruction in running a duplicator; numerous tips for obtaining clear copies.

Major Purpose: To learn how to use a spirit duplicator

Technical Quality (sound, photography, etc.):

Interest and Reading Levels: junior high

General Comments: This is an excellent presentation.

High Low
Overall Rating: 5 4 3 2 1

Title:
EFFECTIVE BUSINESS CORRESPONDENCE
Medium:
filmstrip
Producer:
McGraw Hill Book Co.
Distributor:
McGraw Hill Book Co.

Color—Black & White:
color

Length:
37 frames
Area:
Business Education
Subject:
Typing and Office Practice

Annotation: This filmstrip explains how the typist (secretary) can produce more effective business letters through organization of her work place. She can do this by getting acquainted with the letter style preferred; setting the typewriter to proper margins and tab stops; handling carbon paper in the proper way; using correct procedures for typing envelopes; proofreading letters and knowing the correct way to answer letters. Fundamentals of typing are reviewed and emphasized.

Major Purpose: To learn an effective method of producing business letters

Technical Quality (sound, photography, etc.): excellent

Interest and Reading Levels: junior high

General Comments: This filmstrip is especially helpful in reviewing production typing of business letters.

High Low
Overall Rating: 5 4 3 2 1

Title:
FILES AND FILING
Medium:
filmstrip
Producer:
McGraw Hill Book Co.
Distributor:
McGraw Hill Book Co.

Color—Black & White:
color
Length:
40 frames
Area:
Business Education
Subject:
Office Practice

Annotation: This filmstrip explains the importance of good filing procedures and proper equipment. It explains the essentials of a basic filing system, the different types of filing systems, and how to file material most efficiently. It gives tips to help in filing.

Major Purpose: To learn about files and filing

Technical Quality(sound, photography, etc.): excellent

Interest and Reading Levels: junior high

General Comments: This filmstrip does not have enough material presented; however, it could serve as a supplement to other media that have been recommended.

High Low
Overall Rating: 5 4 3 2 1

Title:
FILING, FINDING, FOLLOW-UP
Medium:
filmstrip and record
Producer:
McGraw Hill Book Co.
Distributor:
McGraw Hill Book Co.

Color—Black & White:
color
Length:
52 frames
Area:
Business Education
Subject:
Office Practice

Annotation: This filmstrip illustrates the importance of filing and of finding materials quickly and efficiently by comparing the procedures of two secretaries. Sorting, use of chronological file, and follow-up are graphically illustrated. Questions for discussion are given.
Major Purpose: To learn the correct procedures of filing
Technical Quality (sound, photography, etc.): excellent
Interest and Reading Levels: junior high

High Low
Overall Rating: 5 4 3 2 1

Title:
FILING PROCEDURES IN BUSINESS (Second edition)
Medium:
film
Producer:
Coronet
Distributor:
Coronet

Color—Black & White:
color
Length:
12 minutes
Area:
Business Education
Subject:
Office Practice

Annotation: This film gives graphic illustrations of how records are retrieved; how records are prepared for filing; how records are placed in files—alphabetical, numerical, geographic, and subject filing.

It gives step-by-step filing procedures used in business offices. It explains and illustrates transferring of filing records.

Major Purpose: To learn the procedures, methods, and equipment used in a modern filing system
Interest and Reading Levels: junior high
General Comments: An excellent presentation of filing which would be very useful in teaching filing.

High Low
Overall Rating: 5 4 3 2 1

Medium: books
Area: Business Education
Subject: Mimeographing—Office Practice
Bibliography: Cansler, Russell N. **Fundamentals of Mimeographing.** School Department A B Dick Co., Chicago, Ill. 1963. (available from A B Dick—no charge)
Annotation: This is a workable course of study designed to assist the teacher to do a better and more skillful job of teaching the mimeograph. There are 14 lessons which develop in logical sequence the ability to prepare good stencils by typewriting, handwriting, lettering and tracing. It develops skills to turn out mimeographed materials of all kinds, including half-sheets, post cards, column work and color jobs.
Major Purpose: To give the student an opportunity to progress in mimeographing with a minimum of supervision and instruction time
Technical Quality (print, illustrations, etc.): excellent
Interest and Reading Levels: junior high
General Comments: An accompanying booklet "Techniques of Mimeographing" is supplied as a supplement to this course
High Low
Overall Rating: 5 4 3 2 1

Title:
GETTING A JOB AND KEEPING IT
Medium:
filmstrip
Producer:
McGraw Hill Book Co.
Distributor:
McGraw Hill Book Co.

Color—Black & White:
color
Length:
43 frames
Area:
Business Education
Subject:
Office Practice

Annotation: This filmstrip is directed to a prospective office worker showing how to go about getting and finding a job through newspapers, employment agencies, school placement offices and personal friends. It discusses some of the things that play an important part in keeping a job once it is obtained. It emphasizes the duties and practices considered desirable by any office and any employer. These are punctuality, neatness, poise, friendliness, initiative, organizing and analyzing one's work, dressing conservatively, and being cooperative.
Major Purpose: To learn how to find a job and what to do to keep it
Technical Quality (sound, photography, etc.): excellent
Interest and Reading Levels: junior high
General Comments: This filmstrip should be used with the film OFFICE ETIQUETTE and YOUR CAREER AS A SECRETARY.
High Low
Overall Rating: 5 4 3 2 1

Medium: filing kit
Area: Business Education
Subject: Office Practice
Bibliography: Kahn, Gilbert and Stewart, Jeffrey, Jr. and Yerian, Theodore. **Gregg Quick Filing Practice.** McGraw Hill Book Co., New York. 1965.

Annotation: This is a short, complete course in alphabetic card indexing and filing; alphabetic correspondence filing; subject correspondence filing; with hanging correspondence guides and folders.

File cards and miniature correspondence materials are provided as well as the instruction book with filing rules. The kit provides quizzes in indexing rules; alphabetic correspondence filing; subject correspondence filing; and final test and answer sheets.

Major Purpose: To learn filing rules and procedures
Technical Quality (print, illustrations, etc.): excellent
Interest and Reading Levels: junior high
General Comments: This kit is highly recommended as an excellent teaching tool for beginning filing in an office practice course.

High Low
Overall Rating: 5 4 3 2 1

Title:
A MATTER OF SOME URGENCY
Medium:
film
Producer:
A B Dick Co.
Distributor:
A B Dick Co.
(free loan)

Color—Black & White:
color
Length:
20 minutes
Area:
Business Education
Subject:
Office Practice

Annotation: This film demonstrates the value of copy machines. Crises are met when extra copies are needed to complete a rush order. Uses of dry photo copier, fluid process duplicator, mimeograph, offset duplicator, and high speed video tape printer are reviewed and explained.

Major Purpose: To acquaint the student with the uses of duplicating machines and their value in a business
Technical Quality (sound, photography, etc.): excellent
Interest and Reading Levels: junior high
General Comments: This film would be useful as an introduction to the teaching of office machines operation.

High Low
Overall Rating: 5 4 3 2 1

Title:
OFFICE ETIQUETTE
Medium:
film
Producer:
Encyclopedia Britannica
Distributor:
Encyclopedia Britannica

Color—Black & White:
black and white
Length:
12 minutes
Area:
Business Education
Subject:
Office Practice

Annotation: The film depicts how to get along with others in an office by reviewing the principles taught by the secretary's first teacher in typing:

1. know your work
2. enjoy your work
3. be considerate of others with whom you work

It also illustrates the "dos and don'ts" of office routines.

Major Purpose: To learn the proper etiquette to be followed in an office situation

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high

General Comments: This film needs updating to be effective. Points illustrated are well taken and would be useful in business education training.

High Low
Overall Rating: 5 4 3 2 1

Title:
THE OFFSET AND YOU
Medium:
filmstrip and record
Producer:
A B Dick Co.
Distributor:
A B Dick Co.
(free loan)

Color—Black & White:
color
Length:
40 frames
Area:
Business Education
Subject:
Office Practice

Annotation: The principles of "offset" duplicating are graphically presented through the use of unique drawings and diagrams. A brief history of duplicating is given. Paper masters and metal plates are explained. Selection of offset inks and printing paper are given. Helpful hints for easy machine operation and preparation of offset masters are illustrated.

Major Purpose: To acquaint the student with principles of offset duplicating

Technical Quality (sound, photography, etc.): excellent

Interest and Reading Levels: junior high

General Comments: This filmstrip can be used as an introduction to duplicating systems.

High Low
Overall Rating: 5 4 3 2 1

Title:
PROGRESSIVE FILING SERIES
Filing Rules—Parts I and II
(Nos. 681231 and 681232)

Medium:
filmstrip

Producer:
McGraw Hill Book Co.

Distributor:
McGraw Hill Book Co.

Color—Black & White:
color

Length:
Part I—55 frames
Part II—52 frames

Area:
Business Education

Subject:
Office Practice

Annotation: This filmstrip has produced a complete and vivid explanation of 20 indexing (breaking up a name into units) rules for filing. Cartoons are used to reinforce the rules and a summary, reviewing the filmstrips, is given.

Major Purpose: To learn the rules of indexing

Technical Quality (sound, photography, etc.): excellent

Interest and Reading Levels: junior high

General Comments: High priority for use with deaf students.

High Low
Overall Rating: 5 4 3 2 1

Title:
PROGRESSIVE FILING METHODS
AND PROCEDURES—Parts I and II
(Nos. 681233 and 681234)

Medium:
filmstrip and record

Producer:
McGraw Hill Book Co.

Distributor:
McGraw Hill Book Co.

Color—Black & White:
color

Length:
Part I—55 frames
Part II—50 frames

Area:
Business Education

Subject:
Office Practice

Annotation: Part I is a pictorial presentation of the correct methods and procedures of filing. It takes up the five steps in filing: (1) inspecting, (2) indexing, (3) coding, (4) sorting, (5) storing with graphic illustrations and diagrams of materials used infiling. The film gives numerous suggestions to enable a file clerk to perform her duties efficiently, consistently, and quickly. The filmstrip depicts a discussion of an arrangement of filing cabinets and drawers.

Part II presents a complete resume of the various systems of filing: varidex; triple check automatic; alphabetic; geographic; subject; numeric; card filing; soundex. It also discusses a "charge net" filing control system and transfer methods, and microfilm filing system.

Major Purpose: To acquaint the student with the variety of filing methods and procedures

Technical Quality (sound, photography, etc.): excellent
Interest and Reading Levels: junior high
General Comments: This is an excellent means for the teaching of filing in a school for the deaf.

High Low
Overall Rating: 5 4 3 2 1

Title:
TECHNIQUES OF MODERN MIMEOGRAPHING
Medium:
filmstrip
Producer:
A B Dick Co.
Distributor:
A B Dick Co.
(free loan)

Color—Black & White:
color
Length:
122 frames
Area:
Business Education
Subject:
Office Practice

Annotation: This filmstrip gives numerous techniques in preparing a stencil for mimeographing:

1. Use of a backing and cushioning sheet
2. Correct stroking
3. Making Corrections
4. Proofreading
5. Storing
6. Using the stylus

Major Purpose: To learn how to mimeograph
Technical Quality (sound, photography, etc.): very good
Interest and Reading Levels: junior high
General Comments: An excellent filmstrip for deaf students.

High Low
Overall Rating: 5 4 3 2 1

Title:
TODAY'S SCHOOLS AND MULTILITH OFFSET DUPLICATING
Medium:
filmstrip and record
Producer:
Addressograph-Multigraph Corp.
Distributor:
Addressograph-Multigraph Corp.
(free loan)

Color—Black & White:
color
Length:
70 frames
Area:
Business Education
Subject:
Office Practice

Annotation: This filmstrip stresses the use of an offset duplicator for processing student transcripts, training aids, class schedules, attendance reports, PTA notices, publicity releases, bulletins, student enrollment and for use in the business education department.

Major Purpose: To acquaint the student with the functions of offset duplicators

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high

General Comments: This is an informative rather than an instructional film.

High Low

Overall Rating: 5 4 3 2 1

Title:
VARITYPER
Medium:
filmstrip
Producer:
Varityper Corp.
Distributor:
Varityper Corp.

Color—Black & White:
color
Length:
29 frames
Area:
Business Education
Subject:
Typing and Office Practice

Annotation: An instructional film to acquaint the student with parts and the use of a varityper.

Major Purpose: To learn the names and functions of various parts of the varityper

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high

High Low

Overall Rating: 5 4 3 2 1

Title:
WRITING BETTER BUSINESS LETTERS
Medium:
film
Producer:
Coronet
Distributor:
Coronet

Color—Black & White:
black and white
Length:
10 minutes
Area:
Business Education
Subject:
Office Practice

Annotation: This film demonstrates the essentials of business letters: neatness, clarity; appearance; composition (brief, to the point, clear); arrangement and form. This demonstration takes place through a dialogue between two students writing for some records to a business establishment.

Major Purpose: To acquaint the student with the essentials of good business letter writing

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high

General Comments: This is a vivid presentation.

High Low

Overall Rating: 5 4 3 2 1

Title:
YOUR CAREER AS A SECRETARY
Medium:
film
Producer:
Weyerhauser Co.
Distributor:
Modern Learning Aids
(free loan)

Color—Black & White:
color
Length:
25 minutes
Area:
Business Education
Subject:
Office Practice

Annotation: This film follows the path of a successful career secretary, from the beginning of her career as a student in a high school through her first secretarial position in an office. Careful planning, good counseling and developing good habits are necessary. A typewriting course is the first essential course in the start of a new career in business. The narration follows the career in a step-by-step procedure taken by a successful secretary.

Major Purpose: To acquaint the prospective business student with the necessity of good planning to be a success in his chosen profession

Technical Quality (sound, photography, etc.): excellent

Interest and Reading Levels: junior high

General Comments: This film needs some updating but it would be a good film for orientation purposes in an office practice class.

High Low
Overall Rating: 5 4 3 2 1

TYPEWRITING

Title:
BASIC LETTER TYPING—
Parts I and II (Nos. 646515 and 646516)
Medium:
filmstrip and record
Producer:
McGraw Hill Book Co.
Distributor:
McGraw Hill Book Co.

Color—Black & White:
color
Length:
Part I—48 frames
Part II—32 frames
Area:
Business Education
Subject:
Typewriting

Annotation: These filmstrips provide basic information about letter writing "mechanics" (parts, styles, and placement) that typists should know.
Major Purpose: To learn the proper method of typing business letters
Technical Quality (sound, photography, etc.): excellent
Interest and Reading Levels: junior high
General Comments: An excellent presentation that is well organized and illustrated.
High Low
Overall Rating: 5 4 3 2 1

Title:
BASIC MANUSCRIPT TYPING:
PRINCIPLES OF ARRANGEMENT
Medium:
filmstrip and record
Producer:
McGraw Hill Book Co.
Distributor:
McGraw Hill Book Co.

Color—Black & White:
color
Length:
35 frames
Area:
Business Education
Subject:
Typewriting

Annotation: This filmstrip provides an introduction to manuscript typing. Needs and techniques are illustrated and demonstrated. Spacing, headings to identify, headings to organize and margins (top and bottom) are graphically portrayed.
Major Purpose: To learn the basic principles of manuscript typing
Technical Quality (sound, photography, etc.): excellent
Interest and Reading Levels: junior high
General Comments: This is an excellent presentation.
High Low
Overall Rating: 5 4 3 2 1

Title:
BASIC TABULATION TYPING
Medium:
filmstrip and record

Producer:
McGraw Hill Book Co.
Distributor
McGraw Hill Book Co.

Color—Black & White:
both
Length:
2 filmstrips
(53-58 frames)
Area:
Business Education
Subject:
Typewriting

Annotation: An introduction to the correct form of typewritten tables and to the backspace-centering procedures for arranging tables quickly and correctly on paper.
Major Purpose: To learn how to tabulate and center column headings
Technical Quality (sound, photography, etc.): excellent
Interest and Reading Levels: junior high
General Comments: This is a very useful film.
High Low
Overall Rating: 5 4 3 2 1

Title:
BETTER POSTURE
BETTER TYPING (Set I)
Medium:
filmstrip and record
Producer:
McGraw Hill Book Co.
Distributor:
McGraw Hill Book Co.

Color—Black & White:
black & white

Length:
35 frames
Area:
Business Education
Subject:
Typewriting

Annotation: This filmstrip gives a demonstration of the necessity of good posture for good typing. It presents detailed drawings and pictures portraying the correct as well as incorrect typing positions. It covers all phases of correct typing positions of feet, arms, wrists, fingers, back and head. It reviews and summarizes.
Major Purpose: To emphasize the importance of good posture at the typewriter
Technical Quality (sound, photography, etc.): excellent
Interest and Reading Levels: junior high
General Comments: This is an excellent presentation.
High Low
Overall Rating: 5 4 3 2 1

Title:
BUILDING SPEED
Medium:
film

Color—Black & White:
color
Length:
10 minutes

Producer:
Coronet
Distributor:
Coronet

Area:
Business Education
Subject:
Typewriting

Annotation: This is a typist's self-analysis of why she is not developing typing speed. Importance of rhythm and continuity, and how to improve them are stressed. Improvement in typing depends on:

1. Attitude toward typing (wanting and trying to improve);
2. Developing good typing form (posture);
3. Conditioning the muscles for typing, (finger gymnastics: warm up drill);
4. Improving typing patterns.

Major Purpose: To encourage a student in developing speed
Technical Quality (sound, photography, etc.): fair
Interest and Reading Levels: junior high
General Comments: Film should be updated to be more effective.
High Low
Overall Rating: 5 4 3 2 1

Title:
BUSINESS FORMS
(Nos. 258-802 to 258-811)
Medium:
transparencies

Color—Black & White:
color
Length:
10 transparencies
10 overlays

Producer:
General Aniline and Film Corp.
Distributor:
Projecto-Aid Transparencies
Wespen Audio Visual Co.

Area:
Business Education
Subject:
Typewriting

Annotation: These transparencies present graphic illustrations of bills of lading, checks, credit memorandums, purchase orders, telegrams, and receipts.
Major Purpose: To motivate and acquaint the student to regard business forms as common-sense aspects of good business
Technical Quality (sound, photography, etc.): good
Interest and Reading Levels: junior high
High Low
Overall Rating: 5 4 3 2 1

Title:
DISPLAY TYPING PRINCIPLES AND PATTERNS
Medium:
filmstrip and record
Producer:
McGraw Hill Book Co.

Color—Black & White:
color
Length:
35 frames
Area:
Business Education

Distributor: McGraw Hill Book Co.	**Subject:** Typewriting

Annotation: This filmstrip depicts the best ways to do type display work as compared with selection of wardrobe. It demonstrates the arrangement of space by stretching or condensing; listings in columns; centering column heading in tables; double indenting and displaying page numbers.

Major Purpose: To learn how to properly arrange tables and listings

Technical Quality (sound, photography, etc.): excellent

Interest and Reading Levels: junior high

General Comments: This filmstrip is highly recommended.

High Low
Overall Rating: 5 4 3 2 1

Title: FUNDAMENTAL TYPING HABITS	**Color—Black & White:** black and white
Medium: filmstrip and record	**Length:** 35 frames
Producer: McGraw Hill Book Co.	**Area:** Business Education
Distributor: McGraw Hill Book Co.	**Subject:** Typewriting

Annotation: This filmstrip visualizes the importance of proper typing habits. It analyzes improper habits and shows the correct habits. It discusses the arrangement of working space. It demonstrates proper stroking, spacing and control of space bar. It illustrates both the correct and incorrect positioning of functional keys and carriage return.

Major Purpose: To learn the importance of proper habits at the typewriter

Technical Quality (sound, photography, etc.): excellent

Interest and Reading Levels: junior high

High Low
Overall Rating: 5 4 3 2 1

Title: GETTING READY—Set I, Part I	**Color—Black & White:** black & white
Medium: filmstrip and record	**Length:** 35 frames
Producer: McGraw Hill Book Co.	**Area:** Business Education
Distributor: McGraw Hill Book Co.	**Subject:** Typewriting

Annotation: This instructional filmstrip shows the eight steps in getting ready to type. It demonstrates the use of the paper guide; paper bail and scale; carriage release; space gauge; centering the paper; using line space regulator; and returning the carriage.

Major Purpose: To acquaint the student with working parts of a typewriter

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high

General Comments: An excellent presentation for beginning typists.

High Low
Overall Rating: 5 4 3 2 1

Title:
GETTING READY Part II
Medium:
filmstrip and record
Producer:
McGraw Hill Book Co.
Distributor:
McGraw Hill Book Co.

Color—Black & White:
black and white
Length:
12 minutes
Area:
Business Education
Subject:
Typesetting

Annotation: This filmstrip demonstrates the setting of margin stops and shows how to determine the margins. It displays various types of margins stops and their uses; horizontal centering; proper inserting of paper; straightening paper; and using the paper bail. It reviews and summarizes.

Major Purpose: To further acquaint the student with the functions of the typewriter

Technical Quality (sound, photography, etc.): excellent

Interest and Reading Levels: junior high

General Comments: This is an excellent presentation.

High Low
Overall Rating: 5 4 3 2 1

Title:
GREGG SECRETARIAL TRAINING SET NO. 2 SECRETARIAL SHORT
Medium:
filmstrip and record
Producer:
McGraw Hill Book Co.
Distributor:
McGraw Hill Book Co.

Color—Black & White:
color
Length:
2 filmstrips
(53—58 frames)
Area:
Business Education
Subject:
Typewriting

Annotation: Demonstrates techniques of short cuts in typing. Compares two secretaries' techniques of shorthand writing and transcribing and compares organization of work and supplies. Filmstrip gives discussion questions and demonstrates erasures, acceptable strikeovers, partial erasing and many other time savers.

Major Purpose: To learn office procedures
Technical Quality (sound, photography, etc.): good
Interest and Reading Levels: junior high
High Low
Overall Rating: 5 4 3 2 1

Medium: books
Area: Business Education.
Subject: Typewriting
Bibliography: Rowe, Lloyd, Winger, Fred. **Gregg Typing Book I** (General Typing), **Gregg Typing Book II** (Vocational Office). (Learning Guides and Working Papers) McGraw Hill Book Co., New York, N.Y. 1967.
Annotation: These two books contain 144 sequential, minutely planned lessons; 35 clinics for remedial enrichment use; 12 sets of every-three-weeks tests. Each book is arranged in weekly "units" consisting of four lessons and a clinic. Each book has 12 parts which is broken up into six sections per semester.
Major Purpose: To learn typewriting skills
Technical Quality (print, illustrations, etc.): excellent
Interest and Reading Levels: junior high, senior high
General Comments: These books are excellent publications and sources of learning.
High Low
Overall Rating: 5 4 3 2 1

Title: GREGG TYPING SERIES 2 METHOD AND SHORT CUTS PART I and II	**Color—Black & White:** color
Medium: filmstrip and record	**Length:** approximately 65 frames
Producer: McGraw Hill Book Co.	**Area:** Business Education
Distributor: McGraw Hill Book Co.	**Subject:** Typewriting

Annotation: Mr. Izit gives a graphic symbolization of typing short cuts of: exclamation mark; center spacing (vertical) spreading words; use of shift lock. The filmstrip demonstrates how to make lines end evenly; how to pivot; how to center (back spacing-split the difference).
Major Purpose: To learn the shortcuts in typing
Technical Quality (sound, photography, etc.): excellent
Interest and Reading Levels: junior high
General Comments: This is an excellent presentation.
High Low
Overall Rating: 5 4 3 2 1

Title:
HOW TO MAKE THE TYPEWRITER WORK BETTER FOR YOU (Nos. 258-768 to 258-778)

Medium:
transparencies

Producer:
General Aniline and Film Corp.

Distributor:
Projecto-Aid Transparencies
Wespen Audio Visual Co.

Color—Black & White:
color

Length:
10 transparencies
20 overlays

Area:
Business Education

Subject:
Typewriting

Annotation: These transparencies show as well as explain the following: what constitutes good typing attitudes; organization of supplies; posture; care of typewriter; ribbon changing; erasing; returning carriage; inserting and removing paper.

Major Purpose: To show and explain what constitutes good typing habits

Technical Quality (sound, photography, etc.): excellent

Interest and Reading Levels: junior high

General Comments: High priority for deaf students in typing.

High Low
Overall Rating: 5 4 3 2 1

Title:
HOW TYPING IS LEARNED
Set I

Medium:
filmstrip and record

Producer:
McGraw Hill Book Co.

Distributor:
McGraw Hill Book Co.

Color—Black & White:
black and white

Length:
approximately
30 frames

Area:
Business Education

Subject:
Typewriting

Annotation: This filmstrip portrays the importance of typing. It demonstrates the various types of manual and electric typewriters.

Major Purpose: To acquaint the student with the typewriter and its use

Technical Quality (sound, photography, etc.): excellent

Interest and Reading Levels: junior high

General Comments: This is an excellent orientation to typing.

High Low
Overall Rating: 5 4 3 2 1

Title:
MAKING ROUTINE DUTIES INTERESTING (Nos. 258-833 to 258-842)

Color—Black & White:
color

Medium:
transparencies

Producer:
General Aniline and Film Corp.

Distributor:
Projecto-Aid Transparencies
Wespen Audio Visual Co.

Length:
10 transparencies
30 overlays

Area:
Business Education

Subject:
Typewriting

Annotation: These transparencies stress the importance of various typing functions encountered by the secretary: drawing lines, removing snapout carbons, typing a rush memo, preparing large carbon packs, correcting errors, business letter variations, vertical centering, chain feeding envelopes, and slitting.

Major Purpose: To learn how to perform various routine duties

Technical Quality (sound, photography, etc.): excellent

Interest and Reading Levels: junior high

General Comments: An excellent teaching tool.

High Low
Overall Rating: 5 4 3 2 1

Title:
PDL TYPEWRITING SKILL IMPROVEMENT

Medium:
perceptoscope

Producer:
Perceptual Development Laboratories

Distributor:
Perceptual Development Laboratories

Color—Black & White:
color and
black and white

Length:
24 films

Area:
Business Education

Subject:
Typewriting

Annotation: The two major training methods employed in this program are as follows: group presentation of completely organized film material through the medium of the perceptoscope, and individual performance of desk work drills using the Workbook and on-the-job correspondence and technical material. The subject matter covered includes: proper methods of and techniques for stroking the keys; correct posture; typing of infrequently used numbers and symbols; numerous warm up drills, sentence drills, paragraph drills and testing drills. It also includes an orientation film, training films, proficiency testing films and pacing loops.

Major Purpose: To increase the efficiency and skill of a second year typist

Technical Quality (sound, photography, etc.): excellent

Interest and Reading Levels: senior high

General Comments: An excellent follow-up and review training film.

High Low
Overall Rating: 5 4 3 2 1

2

Title:
REMEDIAL TYPING TECHNIQUES
Medium:
filmstrip and record
Producer:
McGraw Hill Book Co.
Distributor:
McGraw Hill Book Co.

Color—Black & White:
color
Length:
approximately
35 frames
Area:
Business Education
Subject:
Typewriting

Annotation: A comparison between how to play golf and learning to type. Points emphasized:

1. Posture
2. Racing the clock
3. Keeping score, accuracy and speed
4. Repetition
5. Repetitive practice
6. Use of helpful material

Shows how to type faster; how to type more accurately; how to improve typing skill; how to analyze errors and how to plan for their correction. Gives summary of daily routines.

Major Purpose: To learn the basic fundamentals of typing
Technical Quality (sound, photography, etc.): excellent
Interest and Reading Levels: junior high
General Comments: Highly recommended for the Typing I course.
High Low
Overall Rating: 5 4 3 2 1

Title:
RIGHT AT THE TYPEWRITER
Medium:
film
Producer:
IBM Corp.
Distributor:
IBM Corp.
(free loan)

Color—Black & White:
black & white
Length:
30 minutes
Area:
Business Education
Subject:
Typing

Annotation: This film offers the following: typing tips; typing techniques; making corrections; using basic essentials to good typing; proper posture; correct key stroking; knowledge of typewriter parts and their functions; forms of letters: selection and handling of carbon paper; correcting errors; numerous tips and short cuts in typing; typing envelopes; drawing lines, boxes, forms and graphs.

Major Purpose: To give the student a complete picture of typing
Technical Quality (sound, photography, etc.): excellent
Interest and Reading Levels: junior high
High Low
Overall Rating: 5 4 3 2 1

Medium: book
Area: Business Education
Subject: Typewriting
Bibliography: Lessenberry, D. D., Crawford, James T., Erickson, Lawrence W. **20th Century Typewriting,** South-Western Publishing Co., Chicago, Ill. 1962.
Annotation: This edition has three hundred 45-minute lessons, all rapidly paced and designed to build appropriate typing speed with good control. The early lessons have easy-to-type, one syllable words for practice. It includes many types of drills to develop maximum skill. This edition presents typical office problems that lead to job competence in a learning situation. It includes skill building on materials similar in content and difficulty and measurement. Workbooks and tests are available.
Major Purpose: To learn basic typing skills and provide practice for job typing
Technical Quality (print, illustrations, etc.): excellent
Interest and Reading Level: junior high, senior high
General Comments: Excellent for teaching typing at all levels.
High Low
Overall Rating: 5 4 3 2 1

Title:
TYPING SKILL DEVELOPMENT ORIENTATION (Nos. 08801 to 08820)
Medium:
perceptoscope
Producer:
Perceptual Development Laboratories
Distributor:
Perceptual Development Laboratories

Color—Black & White:
black & white
Length:
20 films
Area:
Business Education
Subject:
Typewriting

Annotation: A typing program is presented through a unique series of films portraying the various aspects of learning: (1) establishing interest in the typewriter and the typing job; (2) developing an appreciation for the value of fast and accurate work; (3) building a working knowledge of the parts of the typewriter, their function, and operation; (4) learning how to stroke either manual or electric typewriters; (5) becoming familiar with the proper reaches on the typewriter keyboard; (6) acquiring typing speed and accuracy with automatically timed, self scored drill materials; (7) understanding the proper care of the typewriter; (8) introducing the basic job skills necessary for efficient day-to-day production.
Major Purpose: To learn how to type through a "watch and do" method
Technical Quality (sound, photography, etc.): excellent
Interest and Reading Levels: junior high

General Comments: An excellent method for beginning typists and for learning the touch system. Highly recommended; however, the film on electric typewriters should be expanded to include electrics rather than IBM.

High Low
Overall Rating: 5 4 3 2 1

Title:
TYPING SKILLS DAILY JOB TECHNIQUES
Color—Black & White:
black & white
Medium:
film
Length:
15 minutes
Producer:
Coronet
Area:
Business Education
Distributor:
Coronet
Subject:
Typewriting

Annotation: This film gives a vivid portrayal of daily job techniques and the first typing job problems:

1. Planning each job.
2. Striving for accuracy.
3. Ability to do a variety of jobs.
4. Organizing plan book, supplies, reference books and work plan (grouping jobs together and warming-up techniques).

Major Purpose: To learn the importance of proper planning for a day's work in typing

Technical Quality (sound, photography, etc.): excellent

Interest and Reading Levels: junior high

General Comments: Should be used in the final course in typing.

High Low
Overall Rating: 5 4 3 2 1

Title:
TYPING THE MANUSCRIPT
(Nos. 258-812 to 258-832)
Color—Black & White:
color
Medium:
transparencies
Length:
21 transparencies
47 overlays
Producer:
General Aniline and Film Corp.
Area:
Business Education
Distributor:
Projecto-Aid Transparencies
Wespen Audio Visual Co.
Subject:
Typewriting

Annotation: These transparencies visualize the typing of manuscripts, legal papers outlines, and bibliographies, as well as offering the problems and techniques of proofreading, punctuation summary, techniques of typing numbers, amounts of money, symbols and capitalization.

Major Purpose: To learn and grasp the specific steps involved in preparing manuscripts

Technical Quality (sound, photography, etc.): excellent
Interest and Reading Levels: junior high

High Low
Overall Rating: 5 4 3 2 1

Title:
WHAT MAKES A TYPEWRITER FUNCTION (Nos. 258-751 to 258-767)
Medium:
transparencies
Producer:
General Aniline and Film Corp.
Distributor:
Projecto-Aid Transparencies
Wespen Audio Visual Co.

Color—Black & White:
color
Length:
17 transparencies
31 overlays
Area:
Business Education
Subject:
Typewriting

Annotation: These transparencies present a detailed description of the working parts of every major brand both of manual and electric typewriter
Major Purpose: To learn the fundamentals of the mechanics of a typewriter
Technical Quality (sound, photography, etc.): excellent
Interest and Reading Levels: junior high
General Comments: High priority for a deaf typing class.

High Low
Overall Rating: 5 4 3 2 1

Title:
WRITING A LETTER
(Nos. 258-779 to 258-801)
Medium:
transparencies
Producer:
General Aniline and Film Corp.
Distributor:
Projecto-Aid Transparencies
Wespen Audio Visual Co.

Color—Black & White:
color
Length:
23 transparencies
37 overlays
Area:
Business Education
Subject:
Typewriting

Annotation: These transparencies present a comprehensive approach to typing a letter. Presents parts of a letter, punctuation patterns, typing envelopes, and style variations which are readily understood.
Major Purpose: To give the student basic know-how as he learns what constitutes a good letter
Technical Quality (sound, photography, etc.): excellent
Interest and Reading Levels: junior high
General Comments: These are a "must" for deaf typing students.

High Low
Overall Rating: 5 4 3 2 1

METALS

Title:
AUTOMOTIVE ELECTRICAL
SERIES(Ignition Distributor)
Medium:
filmstrip
Producer:
McGraw Hill Book Co.
Distributor:
McGraw Hill Book Co.

Color—Black & White:
black and white

Length:
47 frames
Area:
Metals
Subject:
Ignition distributor

Annotation: This film shows a series of drawings and some actual pictures of the parts in the mechanism of the distributor of an automobile. It explains how the distributor functions to get current to each spark plug at the right time.
Major Purpose: To learn how a distributor works
Technical Quality (sound, photography, etc.): fair
Interest and Reading Levels: senior high, adult
General Comments: This film presents a difficult but clear explanation of this somewhat complex mechanism.
High Low
Overall Rating: 5 4 3 2 1

Title:
AUTOMOTIVE ELECTRICAL
SERIES (Ignition System)
Medium:
filmstrips
Producer:
McGraw Hill Book Co.
Distributor:
McGraw Hill Book Co.

Color—Black & White:
black & white

Length:
35 frames
Area:
Metals
Subject:
Auto ignition system

Annotation: The film uses drawings and photographs to explain the parts which make up the ignition system and to explain what each part does.
Major Purpose: To learn how the ignition system of an automobile works
Technical Quality (sound, photography, etc.): fair
Interest and Reading Levels: senior high, adult
General Comments: The film has good drawings and pictures. The explanations are somewhat sophisticated.
High Low
Overall Rating: 5 4 3 2 1

Title:
AUTOMOTIVE ELECTRICAL
SERIES (Starting System Controls)
Medium:
filmstrip

Color—Black & White:
black & white

Length:
27 frames

Producer:
McGraw Hill Book Co.
Distributor:
McGraw Hill Book Co.

Area:
Metals
Subject:
Starting system controls

Annotation: The film shows the electric switches and their connections to coils and mechanical parts which operate the self-starters of an automobile.

Major Purpose: To learn about the controls which operate the electric starter of an automobile

Technical Quality (sound, photography, etc.): fair

Interest and Reading Levels: senior high, adult

General Comments: This filmstrip is very specialized and covers a small area of instruction, but it may be useful to teachers and students of auto mechanics.

High Low
Overall Rating: 5 4 3 2 1

Title:
AUTOMOTIVE MECHANICS SERIES (Principles of Electromagnetism and Applications of Electromagnetism)
Medium:
filmstrips (partially captioned)
Producer:
McGraw Hill Book Co.
Distributor:
McGraw Hill Book Co.

Color—Black & White:
black and white
Length:
31 and 45 frames
Area:
Metals
Subject:
Electromagnets applied in automobiles

Annotation: The principles of electromagnetism are explained and shown in a series of drawings with captions. In the second film, applications of these principles are shown as they are used in various parts of the automobile engine and controls.

Major Purpose: To learn how electromagnets work and learn how electromagnets are used in automobiles

Technical Quality (sound, photography, etc.): fair

Interest and Reading Levels: senior high, adult

General Comments: The scientific explanations are accurate and drawings are good, but not very appealing to the student in this form; however, the filmstrip is usable.

High Low
Overall Rating: 5 4 3 2 1

Title:
AUTOMOTIVE MECHANIC SERIES (Storage Batteries)

Color—Black & White:
black and white

Medium:
filmstrips

Producer:
McGraw Hill Book Co.
Distributor:
McGraw Hill Book Co.

Length:
2 filmstrips
48 and 34 frames

Area:
Metals
Subject:
Storage Batteries

Annotation: The first two filmstrips of this series deal with the storage batteries. The first depicts the principles of the wet storage battery in drawings and cut-away views. The second shows the operation of the battery. The filmstrip stresses chemical and physical principles. The filmstrips are correlated with the text; **Auto Mechanics,** by William H. Crouse.

Major Purpose: To learn the principles and operation of wet storage batteries

Technical Quality (sound, photography, etc.): fair

Interest and Reading Levels: senior high, adult

General Comments: The filmstrip deals mostly with scientific theory. It does not present maintenance procedures and it is probably too difficult for the average deaf vocational student. It would probably be of some value to above average deaf vocational students.

High Low
Overall Rating: 5 4 3 2 1

Title:
AUTOMOTIVE MECHANICS
SERIES (Switches, Relays, Lights)
Medium:
filmstrips
Producer:
McGraw Hill Book Co.
Distributor:
McGraw Hill Book Co.

Color—Black & White:
black and white

Length:
19 frames
Area:
Metals
Subject:
Switches, relays,
lights

Annotation: This film shows the kinds of switches used in autos. It also introduces relays and shows the circuits leading to lights. It deals with electrical and magnetic principles.

Major Purpose: To learn about automotive switches, relays, and lights

Technical Quality (sound, photography, etc.): fair

Interest and Reading Levels: senior high, adult

General Comments: Outdated and too technical for average deaf vocational students but could be of limited use.

High Low
Overall Rating: 5 4 3 2 1

Title:
BASIC SHOP SAFETY

Color—Black & White:
black and white

Medium: filmstrips
Length: 8 filmstrips
Producer: Jam Handy Organization
Area: Metals
Distributor: Jam Handy Organization
Subject: Shop Safety

Annotation: This series of filmstrips presents eight different phases of industrial and school shop safety. The titles indicate the areas covered. The series can be used as a complete safety program.

PLAY SAFE AND WORK SAFELY
MAINTAINING A SAFE SHOP
SAFETY INSPECTION
TRAINING FOR EMERGENCIES
TREATING FOR BLEEDING, SHOCK—PREVENTING INFECTION
AID FOR FAINTING—BURNS
EYE PROTECTION
POWER SUPPLY

Major Purpose: To learn how to work safely in school shops and industrial shops

Technical Quality (sound, photography, etc.): fair

Interest and Reading Levels: junior high, senior high, adult

General Comments: Some evaluators, no doubt, condemn this series because it is old. However, the safe practices and principles taught herein are still applicable and there is probably nothing else comparable.

High Low
Overall Rating: 5 4 3 2 1

Title: BRIGHT STEEL
Color—Black & White: color
Medium: film
Length: 20 minutes
Producer: Bethlehem Steel Co.
Area: Metals
Distributor: Modern Talking Pictures (free loan)
Subject Manufacture and uses of tin plate

Annotation: Shows the manufacturing of steel sheet and its processing into tin plate with very good scenes showing the highly automated can-making processes. Other uses of bright steel and also black plate are shown. The viewer is shown how a very commonplace item, which most of us rarely even think about, requires much planning, engineering and production know-how to produce it so cheaply that we throw it away after is has served its original purpose.

Major Purpose: To gain knowledge of the industrial world around us and to better appreciate some of the products we take so much for granted

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high, senior high, adult

High Low

Overall Rating: 5 4 3 2 1

Title:
CAUSES AND CURES OF COMMON WELDING TROUBLES
Medium:
slides
Producer:
Hobart Brothers Co.
Distributor:
Hobart Brothers Co.
(free loan)

Color—Black & White:
color
Length:
12 slides
Area:
Metals
Subject:
Welding

Annotation: This set of 12 color slides shows in split pictures with two sets of captions what the trouble is and what to do to overcome each particular fault. Welding troubles covered are: spatter, cracked welds, poor penetration, porous welds, brittle welds, distortion, poor appearance, warping, magnetic blow, poor fusion, weld stresses, and undercutting.

Major Purpose: To learn to correct faulty welding

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high, senior high, adult

General Comments: This is a worthwhile aid for the teacher of arc welding. The color helps make the slides attractive and thus holds attention. Sketches of both the bad and good welds are clear and easy to understand.

High Low

Overall Rating: 5 4 3 2 1

Title:
CHOICES
Medium:
film
Producer:
Aluminum Co. of America
Distributor:
Association Films
(free loan)

Color—Black & White:
color
Length:
24 minutes
Area:
Metal
Subject:
Aluminum welding

Annotation: Shows and tells about the newer methods of welding aluminum in industrial plants. The wide range of aluminum welding methods in use today and their proper applications are dramatized. Narrators explain why certain welding techniques are chosen for specific jobs. The camera examines the application of these methods for a wide range of products, such as a radio telescope, a geodesic dome, marine and railroad equipment. (Winner of Blue Ribbon award from American Film Festival.)

Major Purpose: To learn that aluminum can be successfully and easily welded and to understand that the manufacturing has several choices of methods of welding

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high, adult

General Comments: Good enrichment, not detailed nor technical enough for skill training.

High Low
Overall Rating: 5 4 3 2 1

Title:
THE COMMON DENOMINATOR
Medium:
film
Producer:
Proto Tool Co.
Distributor:
Modern Talking Picture Service, Inc.
(free loan)

Color—Black & White:
color
Length:
12 minutes
Area:
Metals
Subject:
Manufacture of hand tools

Annotation: Shows detailed steps in making high quality hand tools (box and open end wrenches, ratchet wrenches, adjustable wrenches, pliers, screw drivers, and socket wrenches). Shows machine operators at work on mass production machines. Emphasizes modern man's dependence upon good hand tools, readily available.

Major Purpose: To understand how hand tools are made

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high, senior high, adult

General Comments: Good coverage of an interesting subject. Good motivating film to introduce study of hand tools in metals area, machine shops, or auto shops.

High Low
Overall Rating: 5 4 3 2 1

Title:
DESIGNING MACHINERY FOR ARC WELDING
Medium:
film (captioned)
Producer:
Lincoln Electric Co.
Distributor:
Lincoln Electric Co.
(free loan)

Color—Black & White:
color
Length:
15 minutes
Area:
Metals
Subject:
Electric welding and designing

Annotation: Deals with design factors showing advantages of using welded steel versus cast iron. It shows how electric arc welding permits new freedom in designing machinery; reviews fundamentals of welded design and presents new ideas in this field. Animation describes the functional approach to modern machine design, comparing materials, load factors, stresses and performance.

Major Purpose: To learn the design of welded structures and to become aware of the advantages of welded steel in certain manufactured items

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: adult, sixth grade reading level.

General Comments: Captioning and animated drawings are good. Too advanced for deaf vocational trainees. Very good for technical school students in machine design.

High Low
Overall Rating: 5 4 3 2 1

Title:
DIE CASTING--HOW ELSE WOULD YOU MAKE IT?

Color—Black & White:
color

Medium:
film

Length:
35 minutes

Producer:
American Zinc Institute, Inc.

Area:
Metals

Distributor:
Modern Talking Pictures
(free loan)

Subject:
Die casting
metal parts

Annotation: Shows how designers shape better products and reduce costs with an important production method. Shows how die castings are made. There are many good scenes of actual production in die casting machines, and also of machining, polishing, plating of the castings. Shows many everyday uses of die castings and tells how these make possible lower prices for many items which average people could not otherwise afford.

Major Purpose: To learn how die castings are made and become aware of the many applications of die casting method to make everyday products we all use

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high, senior high, adult

General Comments: Very good to enlarge the horizons of vocational and prevocational students about everyday products we all use and to understand how they are produced. For vocational students it is useful to show them how semi-skilled machine operators work in actual factory conditions.

High Low
Overall Rating: 5 4 3 2 1

Title:
DRAWINGS AND THE SHOP
Medium:
film
Producer:
McGraw Hill Book Co.
Distributor:
McGraw Hill Book Co.

Color—Black & White:
black and white
Length:
20 minutes
Area:
Metals
Subject:
Job knowledge requirements for mechanical engineers, designers and draftsmen

Annotation: explains and shows the various fields of knowledge the designer and draftsmen must understand to perform his work efficiently in the engineering department. The relationship between making the drawing and various production operations in the shop are pointed out. The reasons for certain drafting requirements are clarified.

Major Purpose: To gain a realization of the related fields of work one must understand in order to be a good designer or engineer

Technical Quality (sound, photography, etc.): very good

Interest and Reading Levels: senior high, adult

General Comments: Aimed at mechanical drawing students, but also shows a number of shop operations such as lathe, boring, drilling, milling, shaping and pattern making and foundry operations. Correlated with French's **Engineering Drawing.**

High Low
Overall Rating: 5 4 3 2 1

Title:
THE DRILL PRESS
Medium:
film
Producer:
DuArt Film Corp.
Distributor:
U.S. Government Film Services

Color—Black & White:
black and white
Length:
12 minutes
Area:
Metals
Subject:
Drill press construction and tools

Annotation: This film shows and describes parts of the drill press and its drive. It gives detailed demonstrations of the various parts being used and shows the handling and use of taper shank drills, straight shank drills and drill chucks. It demonstrates quick-change chucks, and power feeds and explains and shows radial drill presses and special purposes of drill presses.

Major Purpose: To learn the construction and parts of drill presses and to learn what tools are used in drilling machines

Technical Quality (sound, photography, etc.): fair
Interest and Reading Levels: senior high, adult
General Comments: Good detailed illustration of main parts of this machine tool and some of the tools used in it. Modern safety practice is violated in scenes where operators do not wear safety glasses. The film is old; this shows up in scenes showing antiquated equipment and clothing of different types than now worn. However, it is probably the best available now.

High Low
Overall Rating: 5 4 3 2 1

Medium: book
Area: Metals
Subject: Power Mechanics
Bibliography: Glenn, Harold T. **Exploring Power Mechanics.** Charles A. Bennett Co., Inc., Peoria, Ill. 1967.
Annotation: The contents include chapters on power, fundamentals of hydraulics, fundamentals of electricity, small engines and general safety practices.
Major Purpose: To learn fundamentals of power mechanisms
Technical Quality (print, illustrations, etc.): well organized and attractively illustrated
Interest and Reading Level: senior high, adult
General Comments: This could be used in either senior high or technical school.

High Low
Overall Rating: 5 4 3 2 1

Title:
FOUR METALLIC ELEMENTS
Medium:
filmstrip

Producer:
Filmstrip House
Distributor:
Filmstrip House

Color—Black & White:
color
Length:
4 filmstrips
(34-40 frames)
Area:
Metals
Subject:
Metallurgical properties of some elements

Annotation: Each filmstrip covers one of four metallic elements. These are iron, aluminum, copper and lead. In well-organized and attractively colored pictures, the filmstrip shows and tells the complete metallurgy of the element, including its appearance, in what form it is found in the earth, how it is reduced or refined, in what forms it is commonly available for use, its atomic structure and number, chemical composition, and also its principle uses and limitations. After the presentation, each filmstrip presents topics for discussion and questions and suggestions for reports and projects.

Major Purpose: To learn the metallurgy of the four most widely used metallic elements

Technical Quality (sound, photography, etc.): very good

Interest and Reading Levels: senior high, adult

General Comments: Expertly organized and sequenced. Very good media to introduce a unit on metallic elements or metals in our lives, in science classes or vocational related science.

High Low
Overall Rating: 5 4 3 2 1

Title:
FUTURES IN WELDING
Medium:
film
Producer:
Ohio State University
Distributor:
Ohio State University
(small rental fee)

Color—Black & White:
color
Length:
25 minutes
Area:
Metals
Subject:
Welding

Annotation: This film presents a quick overview of various uses of welding in industries but does not give details as to types and reasons for use of certain processes rather than others. It points out the lack of a sufficient number of welders and the needs of industry. It alerts the older deaf boy and the young adult to a field that is not over-crowded.

Major Purpose: To encourage young men to seek welding as a vocation

Technical Quality (sound, photography, etc.): excellent

Interest and Reading Levels: juniors, seniors, adults

High Low
Overall Rating: 5 4 3 2 1

Medium: book

Area: Metal

Subject: Machine Shop Practice

Bibliography: Johnson, Harold V. **General—Industrial Machine Shop.** Charles A. Bennett Co., Inc., Peoria, Ill. 1963.

Annotation: This up-to-date text covers all phases of machine shop practice including bench work, introduction to machine shop practices, power saws, the engine lathe, the drill press, the shaper, the milling machine, the grinding machine, and information about layout and heat treatment. It includes many useful tables, profuse illustrations and 28 suggested projects in drawings.

Major Purpose: To learn all operations, hand and machine, in machine shop

Technical Quality (print, illustrations, etc.): excellent

Interest and Reading Level: junior high, senior high, adult

General Comments: This is the most complete book on metalwork we have ever seen.

High Low
Overall Rating: 5 4 3 2 1

Medium: book
Area: Metal
Subject: General Metals
Bibliography: Feirer, John. **General Metals.** McGraw Hill Book Co., (Webster Division) St. Louis, Mo. 1959.
Annotation: This book covers general metal work. Color is used throughout as a teaching aid in both the illustrations and the text.

Instructions involve bench and wrought metal, sheet metal, art and jewelry work, spinning, forging, foundry, arc and oxyacetylene welding and machine shop operations.

Major Purpose: *To learn various operations of metal work*
Technical Quality (print, illustrations, etc.): excellent
Interest and Reading Level: junior high; sixth grade reading level
General Comments: This is a very good textbook in general metal instructions.

High Low
Overall Rating: 5 4 3 2 1

Title:
GLASS, METAL, AND PAPER
Medium:
film
Producer:
Ball Brothers Mfg. Co.
Distributor:
Ball State University

Color—Black & White:
color
Length:
30 minutes
Area:
Metals, wood
Subject:
Manufacture of glass and metal containers

Annotation: This film shows a field trip through the plant of Ball Brothers Manufacturing Company, famous as makers of the glass Ball Mason jar. It shows mass production of glass jugs, mayonnaise jars, gallon jugs, metal tops and other closures. Some sequences show the making of dies and support tooling, shipping containers, etc. It also shows packing and shipping glass containers.
Major Purpose: To learn how low-cost containers are mass produced in a typical American manufacturing plant
Technical Quality (sound, photography, etc.): good
Interest and Reading Levels: junior high, senior high, adult
General Comments: This film is helpful in teaching how modern, high-production, automated industry works. It is not di-

rect skill training but good enrichment for vocational students.

High Low
Overall Rating: 5 4 3 2 1

Title:
GRINDING BASIC LATHE TOOL CUTTER BITS
Medium:
film
Producer:
South Bend Lathe Works
Distributor:
South Bend Lathe Works
(free loan)

Color—Black & White:
black and white
Length:
25 minutes
Area:
Metals
Subject:
Lathe Work

Annotation: This film includes detailed instruction on how to grind cutter bits for lathe. Shows using each tool in the machine and shows how to grind each. The basic set of cutter bits consists of a right hand rough-turning tool; left-hand rough turning tool; right and left hand finish-turning tools; right and left hand side-facing tools; thread-cutting (60 degrees) tool, and cut-off tools. Use of the cutter bit grinding gauge is demonstrated.

Major Purpose: To learn how to grind cutting tools for lathe

Technical Quality (sound, photography, etc.): good.

Interest and Reading Levels: junior high, senior high, adult

General Comments: Very clearly illustrated teaching of this important part of machine shop work. Better than a personal demonstration because of enlarged close-up photography.

High Low
Overall Rating: 5 4 3 2 1

Medium: course of study

Area: Metals

Subject: Heat Treatment of Metals (Machine shop)

Bibliography: **Heat Treatment of Metals.** Delmar Publishers, Inc., Albany, New York, N.Y. 1962.

Annotation: This text uses laboratory experiments with information sheets for student to perform the heat treating operations. It includes units on types of steel, structure of steel, types of furnaces, methods of hardening, methods of testing hardness.

Major Purpose: To learn the heat treatment of metals

Technical Quality (print, illustrations, etc.): good

Interest and Reading Level: senior high, adult

General Comments: This is a clear, simple presentation that is not difficult for the student to follow and understand.

High Low
Overall Rating: 5 4 3 2 1

Medium: Book
Area: Metals
Subject: Metalwork, science and mathematics
Bibliography: Feirer, John L. and Lindbeck, John R. **Industrial Arts Metalwork.** Charles A. Bennett Co., Inc., Peoria, Ill. 1965.
Annotation: This book contains 43 units covering metalwork, science and mathematics. It explains to students about the metalworking industry; the sources of raw materials; the designation and production of metal materials; how people earn a living in metalworking. It shows how to: design, plan, carry through a project; make things with the aid of tools, materials and processes in metalwork.

There are questions at the end of each unit. Illustrations showing machine and bench operations are good.

Major Purpose: To help students gain an understanding of the occupational requirements and opportunities in metalwork and to develop skills necessary for competence
Technical Quality (print, illustrations, etc.): good
Interest and Reading Levels: junior high, senior high, adult
General Comments: This book is excellent for prevocational and first-year students.

High Low
Overall Rating: 5 4 3 2 1

Title:
INTRODUCTION TO MACHINING
Medium:
filmstrips
Producer:
Jam Handy Organization
Distributor:
Jam Handy Organization

Color—Black & White:
black and white
Length:
3 kits (total of 16 films)
Area:
Metals
Subject:
Fundamentals of machine shop practice

Annotation: Each film shows and teaches a particular phase of machine shop work.

Kit A: Film 1: THE MACHINIST—Tells what the machinist does.
Film 2: MACHINE TOOLS—An overview of kinds of work various machines do.
Film 3: MACHINE TECHNIQUE (Part 1)—Cutting tools; tool steel; cutting theory.
Film 4: MACHINE TECHNIQUE (Part 2)—Factors affecting cutting speed; coolants.
Kit B: Film 1: MEASUREMENT & MEASURING (1)—Introduces student to concept of accurate measurement and interpretation of such dimensions.
Film 2: MEASUREMENT & MEASURING (2)—Micrometer, vernier tools, gauges.

Kit C: Film 1: DRILL PRESSES (1)—Shows main parts of drill presses, varieties of drilling machines, chucks and varieties of drills.

Film 2: DRILL PRESSES (2)—Shows holding devices and practices, drill press operations and special tools.

Film 3: GRINDING MACHINES—Introduces all types of grinding machines.

Film 4: LATHES (1)—Machine construction and accessories.

Film 5: LATHES (2)—Lathe operations (Facing, turning, drilling, threading, etc.)

Film 6: MILLING MACHINES—Machine construction, types, accessories and tools.

Films 7,8—SHAPER AND PLANER—Construction and basic operations.

Films 9,10—SPECIALIZED MACHINES: Turret lathe, boring mills, slotters, etc.

Major Purpose: To learn the fundamentals of machine shop practice

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high, adult

General Comments: Although old, these strips still are useful to help teach the fundamental concepts enumerated above. It is doubtful that 16 mm motion film can do this job as well as a filmstrip or filmstrips.

High Low

Overall Rating: 5 4 3 2 1

Title:
KNOWING'S NOT ENOUGH

Medium:
film

Producer:
United States Steel

Distributor:
Association Films
(free loan)

Color—Black & White:
color

Length:
30 minutes

Area:
Metals

Subject:
Developing safety consciousness

Annotation: Safety on the job, at the races, and in the home is presented in an interesting setting of a team of race drivers and mechanics who work together in a steel plant. This is an exciting and motivating safety film produced with the realization that knowledge of safety practices and rules alone is not enough. This knowledge must be put into practice.

Major Purpose: To learn to think "safety" as well as to act safely

Technical Quality (sound, photography, etc.): very good

Interest and Reading Levels: senior high, adult

General Comments: Well played, interest-holding treatment of a subject that sometimes is not attractive to students or workers.

High Low
Overall Rating: 5 4 3 2 1

Title:
THE LATHE
Medium:
film
Producer:
DuArt Film Laboratories
Distributor:
DuArt Film Laboratories

Color—Black & White:
black & white
Length:
15 minutes
Area:
Metals
Subject:
Machine construction and operation

Annotation: Shows examples of cylindrical work machined on the lathe. Defines what a lathe is. Shows progressive steps in machining a straight shaft. Names the parts of the machine (headstock, tailstock, centers, bed, spindle, drive plate, dog, etc.) The film has very clear cut-aways and stills with movement indicated by arrows, followed by live photos showing clearly how the headstock drive and carriage mechanisms work.
Major Purpose: To learn construction of the lathe
Technical Quality (sound, photography, etc.): good
Interest and Reading Levels: senior high, adult

High Low
Overall Rating: 5 4 3 2 1

Medium: course of study
Area: Metals
Subject: Machine and Metal Shop
Bibliography: Murray, Alonzo J. **Machine and Metal Shop.** Marie H. Katzenbach School for the Deaf, West Trenton, N. J. 1962.
Annotation: This is a course outline for use by the teacher. It has a detailed statement of objectives; trade analysis, jobs and projects; a section on organization and management; and appendixes.
Major Purpose: To assist teacher in organizing and teaching course
Technical Quality (print, illustration, etc.): good
Interest and Reading Level: teacher
General Comments: May be useful to teachers in updating course outlines or writing course of study for machine shop or metal trades.

High Low
Overall Rating: 5 4 3 2 1

Title:
MACHINES HELP US

Color—Black & White:
color

Medium:
film
Producer:
Bailey Films, Inc.
Distributor:
Bailey Films, Inc.
(small fee to rent)

Length:
11 minutes
Area:
Metals
Subject:
Understanding machines

Annotation: A motivational film which introduces basic premises, by a series of questions, needed to understand our mechanical age. The film demonstrates that machines are tools that help us do work; that new machines are usually developed from older ones; that almost everything we do is done with machines; and that almost everything we use is made by machines.

Major Purpose: To familiarize students with some common mechanical aids so they will recognize them as machines and to develop understanding of all mechanical problems

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high, senior high, adult

General Comments: Good for its intended purposes. Not good for vocational training but good for vocational and pre-vocational students to help broaden their understanding and appreciation of machines in general.

High Low
Overall Rating: 5 4 3 2 1

Medium: course of study
Area: Machine—Metal I—II—III
Subject: Metals

Bibliography: Machine—Metal I, II, and III. Oakland Public Schools, Oakland, Calif. 1962.

Annotation: This is a course outline for the teacher. It is well organized and complete. It is designed for industrial arts, grades 10, 11, and 12. This guide is almost identical with most vocational courses. It includes objectives, general organization and management, plan of instructions, practices and outlines of instructions.

Major Purpose: To help teachers in organizing course of study

Technical Quality (print, illustrations, etc.): good

Interest and Reading Level: junior high, senior high, adult

General Comments: This would be useful to new teachers or others engaged in updating course outlines or shop organization.

High Low
Overall Rating: 5 4 3 2 1

Medium: course of study
Area: Metals

Subject: Machine Shop Practice

Bibliography: Zieske, Paul C. **Machine Shop.** Michigan School for the Deaf, Flint, Michigan.

Annotation: This course is a manual for use by the students. It is carefully organized and has a great many illustrations. It includes the activities to be engaged in and the related information for each project or group of skills. Each operation illustrated has written directions so that the student may learn names of operations and terminology of the trade. It has a student progress record built in.

Major Purpose: To assist students in learning shop operations and related information

Technical Quality (print, illustrations, etc.): good

Interest and Reading Level: senior high, adult

General Comments: This is a very complete operational course. The material is well organized and readable. Pictures are clear and thoroughly explained. It is available on loan from above school.

High Low
Overall Rating: 5 4 3 2 1

Title:
MAGIC WAND OF INDUSTRY
Medium:
film
Producer:
Lincoln Electric Co.
Distributor:
Lincoln Electric Co.
(free loan)

Color—Black & White:
color
Length:
20 minutes
Area:
Metals
Subject:
Electric arc welding

Annotation: This film shows animated drawings and live scenes of electric arc welding process. It also shows basic kinds and positions of welds. The film depicts, in a very entertaining way, the modern miracle known as arc welding. It shows how large American industries are using arc welding in shipyards, steel mills, aircraft factories, etc.

Major Purpose: To learn arc welding techniques and terms

Technical Quality (sound, photography, etc.): very good

Interest and Reading Levels: senior high, adult

General Comments: Very good animation. It holds interest and helps clarify the concepts and details of manipulation in the arc welding process. Animated drawings are followed by live demonstrations which reinforce the learning.

High Low
Overall Rating: 5 4 3 2 1

Title:
METAL WORKING SERIES

Color—Black & White:
black and white

Medium:
filmstrips

Producer:
McGraw Hill Book Co.

Distributor:
McGraw Hill Book Co.

Length:
average 44 frames
6 filmstrips

Area:
Metals

Subject:
Metal shop operations

Annotation: This series of black and white filmstrips is correlated with the textbook "General Metals" by John Feirer. It was developed in collaboration with the author. Step-by-step instruction in proper techniques is presented. The proper equipment and materials for metalworking and their use are clearly and carefully demonstrated. Several questions are presented at the end of each filmstrip for review of the main teaching points. The unit with which each film should be used is indicated in the textbook. The filmstrip titles are as follows:

1. Bench Metal: Cutting
2. Bench Metal: Filing
3. Bench Metal: Drilling
4. Sheet Metal: Laying and Cutting
5. Sheet Metal: Forming and Seaming
6. Art Metal: Making Trays and Bowls

Major Purpose: To learn basic skills in metal working

Technical Quality (sound, photography, etc.): very good

Interest and Reading Levels: junior high, senior high, adult

General Comments: When used with the textbook, which is well organized, attractively high-lighted and profusely illustrated, these filmstrips make very effective multi-media instruction. Without the text, or with another text, they also provide good reinforcement.

High Low
Overall Rating: 5 4 3 2 1

Title:
MICRO-WIRE PIPE WELDING

Medium:
film

Producer:
John Lytle

Distributor:
Hobart Brothers Co.
(free loan)

Color—Black & White:
color

Length:
16 minutes

Area:
Metals

Subject:
Welding Pipe

Annotation: This film shows and explains detailed steps in making welds on pipe using the micro-wire (continous-feed and shielded) arc welding equipment. Introduces the micro-wire welding process; demonstrates micro-wire pipe welding techniques; shows advantages of the micro-wire process.

Major Purpose: To understand how steel or other metal pipe is welded by up-to-date, efficient production methods
Technical Quality (sound, photography, etc.): good
Interest and Reading Levels: senior high, adult
General Comments: Good for enrichment to show vocational boys some advanced equipment and techniques which they cannot experience in school shop welding.

High Low
Overall Rating: 5 4 3 2 1

Title:
MICRO-WIRE WELDING
Medium:
film
Producer:
Hobart Brothers Co.
Distributor:
Hobart Brothers Co.
(free loan)

Color—Black & White:
color
Length:
30 minutes
Area:
Metals
Subject:
Continuous feed welding

Annotation: The film shows advantages of continuous feed shielded arc welding compared with older, stick welding. It has scenes of welding in progress. It shows a race between welders using continuous and stick equipment. It also shows many applications of this new, faster method on automobile production lines, building construction, machinery manufacture, etc.
Major Purpose: To learn the advantages of and become familiar with the micro-wire method of continuous feed welding
Technical Quality (sound, photography, etc.): good
Interest and Reading Levels: senior high, adult, sixth grade reading level.
General Comments: Good for general knowledge about industrial processes and progress. The film is rather long. Latter scenes in which plant managers talk are not appropriate for instructing deaf students.

High Low
Overall Rating: 5 4 3 2 1

Title:
THE MILLING MACHINE
Medium:
film
Producer:
Rockwell Mfg. Co.
Distributor:
Association Films
(free loan)

Color—Black & White:
color
Length:
18 minutes
Area:
Metals
Subject:
Machine Construction

Annotation: This film shows construction of a smaller type of milling machine. It also shows cutters, arbors, and attachments. The film shows some scenes of set-ups and operating details such as the actual mounting of arbor in spindle and placing of spacer collars. The cutter and nut on arbor are clearly shown. Then the film depicts the cutter removing stock from a typical job. The film also demonstrates setting up and using an end mill.

Major Purpose: To learn milling machine construction

Technical Quality (sound, photography, etc.): very good

Interest and Reading Levels: junior high, senior high, adult

General Comments: Suitable for teaching milling machine construction. Some sales talk but not objectionable. Good for industrial knowledge as enrichment.

High Low
Overall Rating: 5 4 3 2 1

Title:
THE MILLING MACHINE
Medium:
film
Producer:
DuArt Film Laboratories, Inc.
Distributor:
DuArt Film Laboratories, Inc.

Color—Black & White:
black & white
Length:
16 minutes
Area:
Metals
Subject:
Milling machine construction

Annotation: Begins by showing a series of short scenes depicting various kinds of work that can be performed on milling machines. It then illustrates and tells the principles of milling. An operator is shown using arbors, cutters, spacers, etc., while the function of each is explained. Main parts of the machine are shown and their movements and operation demonstrated, such as the table with longitudinal, transverse, and vertical movement, power feed operation, and speed selection mechanisms.

Major Purpose: To learn the construction and operation of the milling machine

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high, adult

General Comments: Good film. Describes accurately and clearly the main parts of the machine and their functions.

High Low
Overall Rating: 5 4 3 2 1

Title:
MODERN STEEL MAKING
Medium:
film
Producer:
Association Films Inc.

Color—Black & White:
color
Length:
25 minutes
Area:
Metals

Distributor:
Association Films Inc.
(free loan)

Subject:
Steelmaking

Annotation: This film shows scenes of ore mining and charging blast furnaces with limestone, ore and coke. It explains with animated drawings and captions the chemical reactions which refine ore into iron. Live scenes of testing the iron and open hearth charging are shown. Again the film switches to animation to explain the refinement of iron into steel. It also shows the newer electric arc steel making furnace which is used to make stainless steels and tool steels. It then proceeds through the rolling mills, roughing, finishing and galvanizing. This film explains that all this giant process is possible because of the investments of many stockholders.

Major Purpose: To learn how steel is produced by up-to-date methods and to learn how chemistry is involved in this process

Technical Quality (sound, photography, etc.): very good

Interest and Reading Levels: junior high, senior high, adult

General Comments: Excellent supportive media for presentation concerning of the whole story of steel production.

High Low
Overall Rating: 5 4 3 2 1

Title:
NEW HORIZONS IN ALUMINUM BRAZING

Medium:
film

Producer:
Alcoa

Distributor:
Association Films
(free loan)

Color—Black & White:
color

Length:
20 minutes

Area:
Metals

Subject:
Aluminum brazing

Annotation: This film shows research and development of different techniques to improve the brazing of various aluminum alloys. The film also shows brazing being done by hand and by automation. It portrays basic processes and techniques in torch, furnace, and dip brazing of aluminum. The film reviews basic technology. It also shows applications of brazing to production operations. The film displays advantages of brazed construction for fabricated parts. It shows Alcoa's Process Development Laboratory services.

Major Purpose: To learn how aluminum brazing is accomplished and to become aware of some advanced techniques and equipment used for aluminum brazing in industry

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high, senior high, adult

General Comments: Some sales talk but not objectionable. Good for industrial knowledge and enrichment.

High Low
Overall Rating: 5 4 3 2 1

Title:
OXYACETYLENE WELDING
Medium:
filmstrips
Producer:
Jam Handy Organization
Distributor:
Jam Handy Organization

Color—Black & White:
black and white
Length:
5 kits each with 2 films
Area:
Metals
Subject:
Techniques of gas welding

Annotation: The titles are self-explanatory:
Kit A: Film 1: INTRODUCTION TO WELDING
Film 2: SETTING UP AND LIGHTING THE WELDING TORCH
Kit B: Film 1: WELDING FLAT RIPPLES
Film 2: FLAT BUTT WELDS
Kit C: Film 1: FILLET WELDS—STEEL
Film 2: VERTICAL WELDS—STEEL
Film 3: TUBE WELDS*
Film 4: CLUSTER WELDS*
Film 5: WELDING STAINLESS STEEL
Kit D: Film 1: WELDING ALUMINUM SHEETS
Film 2: WELDING ALUMINUM TUBES TO SHEETS*
Film 3: FUEL AND OIL TANK REPAIR*
Kit E: Film 1: OXYACETYLENE CUTTING
Film 2: BRAZING AND SILVER SOLDERING
Film 3: QUALIFICATION TEST FOR WELDERS*

Major Purpose: To learn how to perform the operations of gas welding

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high, senior high, adult

General Comments: Although these filmstrips are old, the skills and techniques taught are basic and therefore not obsolete. These are the only media we have seen which actually teach these skills. Very useful teaching aids. Items followed with asterisk (*) probably not needed in school shops.

High Low
Overall Rating: 5 4 3 2 1

Title:
THE POWER DRILL
Medium:
transparency

Color—Black & White:
color
Length:
single transparency
3 overlays

Producer:
Stanley Tool Co.
Distributor:
Stanley Tool Co.
(free loan)

Area:
Metals
Subject:
Power Tools

Annotation: Each of the overlays are in a different color, showing the main assemblies inside a portable electric drill. The first overlay shows the power input, switch and ground wiring; the second overlay shows the electric motor and connections from the switch; the third overlay shows the fan, reduction gears, spindle and chuck. All overlays have captioned pointers naming each part.

Major Purpose: To learn the parts of the portable electric drill and to learn how the electric drill is constructed

Technical Quality (sound, photography, etc.): colors and arrangement excellent

Interest and Reading Levels: junior high, senior high, adult

General Comments: Very eye-catching, colorful presentation of the construction of the portable electric drill. This tool is used in several kinds of workshops, as well as in the home. This transparency is expensive, but with its overlays, it provides an innovative and forceful lesson.

High Low
Overall Rating: 5 4 3 2 1

Title:
POWER TOOLS
Medium:
transparencies
Producer:
D.C.A. Educational Products Co., Inc.
Distributor:
D.C.A. Educational Products Co., Inc.

Color—Black & White:
color
Length:
20 transparencies
Area:
Metals
Subject:
Machine construction

Annotation: These transparencies are classed into two groups. The first group is portable power tools. They are as follows: portable drill, bayonet saw, belt sander, portable circular saw, router, finishing sander, portable electric plane.

Group two consists of the following transparencies: circular saw, jointer, radial saw, wood lathe, planer (wood), shaper (wood), band saw (wood), finishing machine (wood), drill press, pedestal grinder, milling machine, and metal lathe. This group shows all stationary power machines. All of the transparencies have captioned pointers naming various machine parts. Each one lists safety suggestions appropriate to the use of that machine.

Major Purpose: To learn the construction of various machines

Technical Quality (sound, photography, etc.): good color and arrangement.

Interest and Reading Levels: junior high, senior high, adult

General Comments: All of the transparencies clearly and colorfully show the machine parts and will be useful teaching aids in the area of machine construction and nomenclature. All are not applicable to the same shop types. Some are metalworking machines, while most are woodworking machines. They can be purchased individually, and the titles reveal their type.

High Low
Overall Rating: 5 4 3 2 1

Title:
PRECISION TOOLMAKING AND MACHINING
Medium:
film
Producer:
National Tool, Die and Precision Machining Association
Distributor:
Modern Talking Pictures
(free loan)

Color—Black & White:
color

Length:
30 minutes
Area:
Metals

Subject:
Precision Machining

Annotation: This film shows and describes the work of a tool and die maker. It shows the precision machines and techniques used to manufacture dies. It also includes scenes of jog boring machines, jog grinders, numerically controlled milling machines, large auto body dies, etc.

Major Purpose: To learn the relationship of tool and die making to modern mass production and to precision machining working

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high, adult

General Comments: A very good film for showing actual machine shop operations. Good for broadening the students' viewpoint and relating their training with working industrial shops.

High Low
Overall Rating: 5 4 3 2 1

Title:
PRINCIPLES AND PROCEDURES OF TRACTOR MAINTENANCE
Medium:
filmstrips (captioned)
Producer:
Colonial Films
Distributor:
Colonial Films

Color—Black & White:
color

Length:
8 filmstrips
Area:
Metals
Subject:
Tractor Maintenance

Annotation: This set of filmstrips shows the maintenance procedures of a tractor after 50, 250, and 500 hours. These filmstrips are thorough and come with a good manual.

Major Purpose: To show the comprehensive maintenance procedures for a tractor.

Technical Quality (sound, photography, etc.):

Interest and Reading Levels: sixth grade reading level

General Comments: The same type of filmstrips should be made for automobile maintenance.

High Low
Overall Rating: 5 4 3 2 1

Title:
A PRODUCT OF THE IMAGINATION
Medium:
film
Producer:
Alcoa
Distributor:
Association Films
(free loan)

Color—Black & White:
color
Length:
20 minutes
Area:
Metals
Subject:
Aluminum production and use

Annotation: This film takes the viewer out into space, up in the air, into great cities, etc., to create the impression of imagining wonderful things happening. Then we are told these are all true, because aluminum is a product of the imagination. The film shows how bauxite ore is mined and reduced; how it is smelted and rolled and processed into the finished product.

Major Purpose: To gain an appreciation of the industrial processes and materials involved in the manufacture of the myriad of aluminum products in common use today

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high, senior high, adult

General Comments: Good for general knowledge about industrial products (aluminum). Too sophisticated for the prevocational level.

High Low
Overall Rating: 5 4 3 2 1

Title:
RHAPSODY OF STEEL
Medium:
film
Producer:
U. S. Steel Corp.
Distributor:
Modern Talking Pictures
(free loan)

Color—Black & White:
color
Length:
20 minutes
Area:
Metals
Subject:
Steel making and uses

Annotation: Professionally produced animated drawings at the beginning show a meteor of iron hurtling through space and striking earth in pre-historic times; then the film shows how pre-historic man finds iron and begins using it. Later man learns to develop arithmetic, writing, and also how to refine iron. The Pittsburgh Symphony Orchestra fills the background with special symbolic music. Live action takes the viewer through all steps of modern steelmaking, from mine to finished product, illustrating many everyday uses and products.

Major Purpose: To have an overview of how iron came to our earth, its discovery, refinement and modern improvement in manufacture and use

Technical Quality (sound, photography, etc.): excellent

Interest and Reading Levels: senior high, adult: fifth grade reading level.

General Comments: Excellent for general science or vocational related science good for enrichment. Children gain some worthwhile information and at the same time are entertained.

High Low
Overall Rating: 5 4 3 2 1

Title:
SHAPE DESCRIPTION
Medium:
film
Producer:
McGraw Hill Text Films
Distributor:
McGraw Hill Text Films

Color—Black & White:
black & white
Length:
15 minutes
Area:
Metals
Subject:
Orthographic Projection

Annotation: Illustrates, describes and explains orthographic projection views used on mechanical drawings. Correlates two films (Parts 1 & 2) with text: French and Svenson—**Mechanical Drawing.** The film begins by demonstrating that the only accurate means of telling others exactly how to build an object is to make several drawings showing how the object looks from different points of view. Using animated diagrams and photography the film then introduces the student to what is known as orthographic projection.

Major Purpose: To learn standard views used on mechanical drawings and to learn to visualize proper views from solid objects.

Technical Quality (sound, photography, etc.): very good

Interest and Reading Levels: senior high, adult

General Comments: This film has excellent visual instruction—purposely made to aid learning the concepts stated above. The animated sequences are very helpful in learning to visualize views and objects. It clearly shows why views are placed in standard relationship to each other.

High Low
Overall Rating: 5 4 3 2 1

Title:
THE SHAPER
Medium:
film
Producer:
DuArt Film Laboratories, Inc.
Distributor:
DuArt Film Laboratories, Inc.

Color—Black & White:
black & white
Length:
15 minutes
Area:
Metals
Subject
Shaper construction and work

Annotation: This film tells and shows what the shaper does. It also details the fundamentals of the stroke; names and shows the action of main parts of the machine; demonstrates adjustment of length of stroke and positioning of stroke; and explains and shows feed mechanism.
Major Purpose: To learn the construction of the metal shaper
Technical Quality (sound, photography; etc.): good
Interest and Reading Levels: senior high, adult
General Comments: This film is very clear. The difficult mechanism of the shaper rocker arm and its effect on stroke speed is shown and explained very well. All basic functions of the machine are well covered.
High Low
Overall Rating: 5 4 3 2 1

Title:
SHOP PROCEDURES
Medium:
film
Producer:
McGraw Hill Book Co.

Distributor:
McGraw Hill Book Co.

Color—Black & White:
black & white
Length:
20 minutes
Area:
Metals and Mechanical Drawing
Subject:
Shop knowledge related to mechanical drawing

Annotation: This film shows mechanical drawing students some of the products that are made in the shops and how their drawings will be used to help produce the parts. It depicts some good scenes and names of operations which take place in the shops. It shows lathe work in progress, as well as milling machines and drill presses in operation.
Major Purpose: To understand the importance of correct, clear, accurate drawings that expedite the work in the shops
Technical Quality (sound, photography, etc.): good
Interest and Reading Levels: junior high, senior high, adult

General Comments: Excellent for beginners in mechanical drawing courses.

High Low
Overall Rating: 5 4 3 2 1

Medium: posters
Area: Metals
Subject: Shop Safety
Bibliography: _______. **Shop Safety Posters—Sayings of Safety Sam.** Atlas-Clausing Manufacturing Co., Kalamazoo, Mich.
Annotation: A series of safety posters approximately 8 1/2 x 11" suitable for use on the bulletin board. Available to school shop teachers making request on their school letterhead. Seventeen posters deal with machine shop safety items, five are on general safety, and two are specifically for wood shop. All posters feature "Safety Sam Says—".
Major Purpose: To learn to work safely in shops
Technical Quality (print, illustrations, etc.): good
Interest and Reading Levels: junior high, senior high, adult
General Comments: An attention-getting series in which humorous cartoons help teach serious safety lessons.

High Low
Overall Rating: 5 4 3 2 1

Title:
STEEL AND AMERICA
Medium:
film
Producer:
U.S. Steel Corp., New York
Distributor:
Sterling Movies
(free loan)

Color—Black & White:
color
Length:
30 minutes
Area:
Metals
Subject:
Steel making and uses

Annotation: Donald Duck (Disney) is the old ironmaster who acts out the ancient history of iron and steel making. The audience is then swept into modern times and shown the great modern steel mills and processing plants. Some panoramic views of highways, bridges, cities, buildings, and household appliances then show how steel vitally affects our living.
Major Purpose: To gain an appreciation of the history and progress of steel manufacturing as well as its importance in modern living
Technical Quality (sound, photography, etc.): excellent (animated cartoon portions made by Walt Disney Productions)
Interest and Reading Levels: fifth grade up (junior high, senior high, adult)
General Comments: Excellent photography. Amusing method of holding interest by having Donald Duck as the old iron master.

Good enrichment for prevocational and vocational students.

High Low
Overall Rating: 5 4 3 2 1

Title:
STEEL BY STOPWATCH
Medium:
film
Producer:
Jones and Laughlin Steel Co.
Distributor:
Modern Talking Picture
(free loan)

Color—Black & White:
color
Length:
22 minutes
Area:
Metals
Subject:
Steel Making

Annotation: The film shows the entire process of steel making from mines through blast furnace, open hearth and rolling mills. A feature is the new basic oxygen process of steel making. This dramatic, modern process reduces the time required to make a complete "heat" of steel from about seven hours to only one and one-half hours. The tremendous amount of electric power needed is indicated through beautifully and colorfully photographed sequences.

Major Purpose: To understand how steel is manufactured

Technical Quality (sound, photography, etc.): very good

Interest and Reading Levels: junior high, senior high, adult

General Comments: Better than a field trip because the commentary is clear and expert. The photography is outstanding. The excellent close-up shots give every viewer a better look than he could get in the mill.

High Low
Overall Rating: 5 4 3 2 1

Title:
THE STORY OF COATED ABRASIVES
Medium:
filmstrip
Producer:
Society for Visual Education, Inc.
Distributor:
Society for Visual Education, Inc.

Color—Black & White:
color
Length:
52 frames
Area:
Metals
Subject:
Coated abrasives

Annotations: This filmstrip shows a brief history of the uses of abrasives from primitive times. It shows modern artificial abrasives such as silicon carbide and aluminum oxide and how these are refined, graded and coated onto different kinds of backings. It displays many abrasive products and shows some of their uses. The filmstrip correlates with a very comprehensive, detailed teachers guide.

Major Purpose: To learn what is behind a piece of emery cloth or sandpaper

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high, senior high, adult

General Comments: The filmstrip is well organized to tell, in a brief space, the history of coated abrasives. It should be interesting to students to see how these products are made. It can be used in prevocational, woodworking and metalworking classes.

High Low
Overall Rating: 5 4 3 2 1

Title:
STORY OF STEEL
Medium:
filmstrip (captioned)
Producer:
Society for Visual Education, Inc.
Distributor:
Society for Visual Education, Inc.

Color—Black & White:
color
Length:
35 frames
Area:
Metals
Subject:
Steelmaking

Annotation: This filmstrip tells the story of steelmaking from mine to finished product. Exciting full-color photographs take students on a tour through a giant steel mill. They see the big blast furnace and the machines that shape the nation's steel.

Major Purpose: To learn how steel is made from its raw materials and to learn some of the uses of steel in familiar products

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high, senior high, adult; sixth grade reading level

High Low
Overall Rating: 5 4 3 2 1

Title:
TG3 SURFACE GRINDER
Medium:
film
Producer:
Rockwell Manufacturing Co.
Distributor:
Association Films
(free loan)

Color—Black & White:
color
Length:
15 minutes
Area:
Metals
Subject:
Grinder construction
and operation

Annotation: This film shows by animation and live action, the construction of the TG3 surface grinder. Demonstrates machines in operation doing surface grinding, cutter grinding, and chip breaker grinding.

Major Purpose: To learn construction of small, hand manipulated surface grinders and to learn how to perform operations of surface grinding, cutter sharpening and chip breaker grinding

Technical Quality (sound, photography, etc.): good
Interest and Reading Levels: junior high, senior high, adult
General Comments: The clarity of and quality of the pantomine and diagrammatic illustrations, reinforcing the live scenes make this film useful for instruction in spite of considerable sales talk.

High Low
Overall Rating: 5 4 3 2 1

Title:
TOOLS AND RULES FOR PRECISION MEASUREMENT
Medium:
film
Producer:
L. S. Starrett Co.
Distributor:
L. S. Starrett Co.
(free loan)

Color—Black & White:
black and white
Length:
40 minutes
Area:
Metals
Subject:
Precision measurement

Annotation: This film shows and describes uses of many measuring tools. Most of these are precision tools. Included is a short history of the toolmaking firm, L. S. Starrett Co. The film shows and demonstrates many hand measuring tools such as the combination square, steel rules, vernier calipers, micrometer calipers, surface gauges, vernier height gauges, etc.
Major Purpose: To learn the names and uses of measuring tools used in machine shops and other metalworking occupations and recognize these tools and know how to care for them
Technical Quality (sound, photography, etc.): good
Interest and Reading Levels: junior high, senior high, adult
General Comments: Good visual teaching of measuring tools in interesting settings; however, the film has a great deal of advertising in parts.

High Low
Overall Rating: 5 4 3 2 1

Title:
WELDING ADVANCES WITH ALUMINUM
Medium:
film
Producer:
Aluminum Company of America
Distributor:
Association Films
(free loan)

Color—Black & White:
color
Length:
30 minutes
Area:
Metals
Subject:
Aluminum welding techniques

Annotation: Illustrates and demonstrates several systems of welding aluminum. Gives basic information on inert gas and shielded arc welding of the light metal. The versatility of aluminum in tungsten-arc and consumable-electrode welding is portrayed. An animated sequence explains the consumable-electrode process. Examples such as tanks and pressure vessels are shown being welded.

Major Purpose: To learn about the latest developments in welding techniques and equipment applicable to aluminum

Technical Quality (sound, photography, etc.): very good

Interest and Reading Levels: senior high, adult

General Comments: Good instructional material for advanced welding students. Excellent close-up views of welding equipment in operation. Shows shielded arc (helium) welding; continuous filler wire feed, etc.

High Low
Overall Rating: 5 4 3 2 1

Title:
WELDING FUNDAMENTALS
Medium:
slides
Producer:
Hobart Brothers Co.
Distributor:
Hobart Brothers Co.
(free loan)

Color—Black & White:
color
Length:
12 slides
Area:
Metals
Subject:
Welding

Annotation: This colorful set of slides covers such fundamentals as: types of welds, types of joints, common terms applied to welds, variations of groove, welding positions, groove weld pipe, fillet weld, principles of the electric arc weld, basic motions, and review of five essentials for proper welding technique and procedures.

Major Purpose: To learn some fundamental principles of arc welding

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high, senior high, adult

General Comments: These slides are very colorful, clear pictures with brief captions. They would be good to introduce or reinforce lessons on welding theory.

High Low
Overall Rating: 5 4 3 2 1

Title:
WORK OF SIMPLE MACHINES
Medium:
filmstrips
Producer:
Society for Visual Education, Inc.

Color—Black & White:
black and white
Length:
average 47 frames
Area:
Metals

Distributor: Society for Visual Education, Inc.	**Subject:** Principles of basic machine elements (science)

Annotation: In this series of seven filmstrips a sequence of pictures, drawings, and sketches shows the physical principles and mathematical calculations involved in the work of these simple machines: Wheel and Axle; The Lever; The Pulley; Inclined Plane; Screw; Wedge; and Gears. A teacher's guide and script is furnished for each film. A recording also is available. It is separated into bands so the teacher may use any band without playing the entire recording.

Major Purpose: To learn the scientific principles of simple machines

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high, senior high, adult

General Comments: Very well organized and illustrated teaching of these mechanical principles. Recording of little value for deaf students.

High Low
Overall Rating: 5 4 3 2 1

Title: THE WORK OF SIMPLE MACHINES	**Color—Black & White:** color
Medium: filmstrips and records	**Length:** 215 frames
Producer: Society for Visual Education, Inc.	**Area:** Metals
Distributor: Society for Visual Education, Inc.	**Subject:** Simple Machines

Annotation: These colorful photographs and diagrams demonstrate mechanical advantages of simple machines and provide examples for everyday uses. They show how to measure the work of simple machines such as pulleys, gears, wheels and axles, levers, inclined planes, screws and wedges.

Major Purpose: To learn how simple machines operate.

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high, senior high

General Comments: This filmstrip series is better suited for science classes or a more detailed annotation may be found in the report of the prevocational committee of this workshop. It has a teacher's guide.

High Low
Overall Rating: 5 4 3 2 1

HOME ECONOMICS

102/103

CONSUMER EDUCATION

Title:
FOCUS ON THE FAMILY
Medium:
filmstrip
Producer:
Proctor and Gamble
Distributor:
Proctor and Gamble
(free loan)

Color—Black & White:
color
Length:
60 frames
Area:
Home Economics
Subject:
Consumer Education

Annotation: This filmstrip is a cartoon presentation of a young housewife receiving a new washer. The filmstrip presents the proper use of a washer, proper selection of a laundry product and good laundry practices.

Major Purpose: To develop an understanding of good laundry practices

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high, senior high

General Comments: This is the best filmstrip available at this time on laundry. However the same company had an excellent captioned filmstrip, OUR MODERN WASHDAY produced in 1956.

High Low
Overall Rating: 5 4 3 2 1

Title:
FUNDS AND FUNDAMENTALS
(Teen Guide to Homemaking Series)
Medium:
filmstrip
Producer:
McGraw Hill Book Co.
Distributor:
McGraw Hill Book Co.

Color—Black & White:
color
Length:
35 frames
Area:
Home Economics
Subject:
Consumer Education

Annotation: This filmstrip discusses the effective use of money. It includes the possible sources of a teen-ager's money and how he may use it effectively. It gives guidance in wise purchasing through knowledge of consumer goods and services. It stresses the importance of caring for one's belongings as a money-saving practice.

Major Purpose: To develop an understanding of how to use money effectively

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high

General Comments: This is a good presentation of personal money management for a teenager. The language is difficult in some frames, but over-all it is easy to understand.

High Low
Overall Rating: 5 4 3 2 1

Title:
THE STERLING SILVER WAY
Medium:
filmstrip
Producer:
Sterling Silversmiths of America
Distributor:
Sterling Silversmiths of America
(free loan)
Color—Black & White:
color
Length:
33 frames
Area:
Home Economics
Subject:
Consumer buying

Annotation: This is a presentation for modern homemakers on the buying, care and use of sterling silver flatware. Highlights of the filmstrip are full color photographs of five table settings for different occasions, pointers on modern table etiquette, information on traditional and contemporary sterling design and the buying and care of sterling flatware.

Major Purpose: To develop an interest in buying sterling silverware

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high

General Comments: If the film were captioned, it would be more useful.

High Low
Overall Rating: 5 4 3 2 1

Title:
YOU, THE SHOPPER
Medium:
filmstrip
Producer:
Money Management of Household Management Institute
Distributor:
Money Management of Household Management Institute
(free loan)
Color—Black & White:
color
Length:
66 frames
Area:
Home Economics
Subject:
Consumer Education

Annotation: This is a captioned filmstrip which outlines the shoppers role as family purchasing agent, customer, and citizen. The emphasis is on the importance of knowing how to shop.

Major Purpose: To develop an understanding of how to shop

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high
General Comments: This is an excellent film. Vocabulary is useable for the deaf.

High Low
Overall Rating: 5 4 3 2 1

Title:
YOUR MONEY AND YOU
Medium:
filmstrip
Producer:
Money Management Institute of Household Finance Corp.
Distributor:
Money Management Institute of Household Finance Corp.

Color—Black & White:
color
Length:
72 frames
Area:
Home Economics
Subject:
Consumer Education

Annotation: The film illustrates how a spending plan helps families reach important goals. It shows how to set up a budget to meet family needs, wants, and goals; and one that is consistent with income. It stresses family cooperation in working out a budget, and it shows the rewards of planned spending.
Major Purpose: To develop sound attitudes towards money
Technical Quality (sound, photography, etc.): good
Interest and Reading Levels: senior high
General Comments: This is a well planned and effective film.

High Low
Overall Rating: 5 4 3 2 1

Title:
YOUR WORLD AND MONEY
Medium:
filmstrip
Producer:
Money Management Institute of Household Finance Corp.
Distributor:
Money Management Institute of Household Finance Corp.
(free loan)

Color—Black & White:
color
Length:
59 frames
Area:
Home Economics
Subject:
Consumer Education

Annotation: This filmstrip presents personal money management for young adults. It covers general problems facing young people with the emphasis on money; how to get it; how to set up goals; how to direct spending to reach goals; and the reward of money management.
Major Purpose: To develop sound money philosophy
Technical Quality (sound, photography, etc.): very good
Interest and Reading Levels: junior high, senior high

Interest and Reading Levels: senior high

General Comments: This is an excellent film. Vocabulary is useable for the deaf.

High Low
Overall Rating: 5 4 3 2 1

Title:
YOUR MONEY AND YOU
Medium:
filmstrip
Producer:
Money Management Institute of
Household Finance Corp.
Distributor:
Money Management Institute of
Household Finance Corp.

Color—Black & White:
color
Length:
72 frames
Area:
Home Economics
Subject:
Consumer Education

Annotation: The film illustrates how a spending plan helps families reach important goals. It shows how to set up a budget to meet family needs, wants, and goals; and one that is consistent with income. It stresses family cooperation in working out a budget, and it shows the rewards of planned spending.

Major Purpose: To develop sound attitudes towards money

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high

General Comments: This is a well planned and effective film.

High Low
Overall Rating: 5 4 3 2 1

Title:
YOUR WORLD AND MONEY
Medium:
filmstrip
Producer:
Money Management Institute of
Household Finance Corp.
Distributor:
Money Management Institute of
Household Finance Corp.
(free loan)

Color—Black & White:
color
Length:
59 frames
Area:
Home Economics
Subject:
Consumer Education

Annotation: This filmstrip presents personal money management for young adults. It covers general problems facing young people with the emphasis on money; how to get it; how to set up goals; how to direct spending to reach goals; and the reward of money management.

Major Purpose: To develop sound money philosophy

Technical Quality (sound, photography, etc.): very good

Interest and Reading Levels: junior high, senior high

General Comments: Excellent film for teaching personal money management.

High Low
Overall Rating: 5 4 3 2 1

CLOTHING

Title:
BEGIN WITH THE PATTERN
Medium:
filmstrip
Producer:
McCall Patterns
Distributor:
McCall Patterns
(free Loan)

Color—Black & White:
color
Length:
44 frames
Area:
Home Economics
Subject:
Clothing

Annotation: The filmstrip illustrates the use of the pattern envelope guide, pattern marking and the steps involved with using a pattern. It shows how to find the grain and how to straighten the fabric. It includes fabric preparation, placement of the pattern on the fabric, pinning, cutting and marking.

Major Purpose: To develop an understanding of the correct use and care of a pattern

Technical Quality (sound, photography, etc.): excellent

Interest and Reading Levels: junior high, senior high

General Comments: The captioned language is somewhat difficult, but the pictures are excellent and the material covered is very useful in the classroom.

High Low
Overall Rating: 5 4 3 2 1

Title:
THE IMPORTANCE OF SHAPE
Medium:
filmstrip
Producer:
Pellon Company—Depecto Films
Distributor:
Pellon Company—Depecto Films
(free loan)

Color—Black & White:
color
Length:
57 frames
Area:
Home Economics
Subject:
Clothing

Annotation: This film shows the various ways that fabrics are used to line and interline garments to give them shape and body. It describes the various weights of interlinings available and suggests a variety of uses for each. The film illustrates construction methods and care tips.

Major Purpose: To develop an understanding of the function of linings and interlinings

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high

General Comments: This is a good film for use in an advanced sewing class. The terminology is somewhat difficult for classroom work with the deaf.

High Low
Overall Rating: 5 4 3 2 1

Title:
MAKING A CONVERTIBLE COLLAR
Medium:
filmstrip
Producer:
McCall Patterns
Distributor:
McCall Patterns
(free loan)

Color—Black & White:
color
Length:
57 frames
Area:
Home Economics
Subject:
Clothing

Annotation: This filmstrip illustrates the step-by-step procedure describing cutting, interfacing, and proper sewing techniques in the construction of a convertible collar. A convertible collar is then shown on a completed garment.

Major Purpose: To develop an understanding of the skills required in tailoring

Technical Quality (sound, photography, etc.): very good

Interest and Reading Levels: senior high

General Comments: The filmstrip is good for advanced sewing or tailoring classes. It is long and technical in parts.

High Low
Overall Rating: 5 4 3 2 1

Title:
SEWING SERIES (revised)
Medium:
filmstrips
Producer:
McGraw Hill Book Co.
Distributor:
McGraw Hill Book Co.

Color—Black & White:
color
Length:
average 40 frames
8 filmstrips
Area:
Home Economics
Subject:
Clothing

Annotation: Titles are descriptive:

1. TOOLS FOR SEWING
2. CUTTING AND CONSTRUCTION
3. PATTERN CHOICE AND USE
4. SELECTION AND TREATMENT OF FABRICS
5. MACHINE STITCHING AND SEAMS
6. SLEEVES AND NECKLINE TREATMENTS
7. BUTTONHOLE TYPES
8. PLACKET FASTENER AND WAIST BANDS

Major Purpose: To develop the basic fundamentals in clothing construction

Technical Quality (sound, photography, etc.): Photography is good; however, the fashions are somewhat dated.
Interest and Reading Levels: junior high, senior high
General Comments: The basic skills and techniques are well done. The vocabulary is slightly difficult but usable.
High Low
Overall Rating: 5 4 3 2 1

Title:
START TO SEW
Medium:
filmstrip
Producer:
McCalls Patterns
Distributor:
McCalls Patterns
(free loan)

Color—Black & White:
color
Length:
53 frames
Area:
Home Economics
Subject:
Clothing

Annotation: This filmstrip illustrates the steps in making a simple garment. It includes making a dart, pin basting, lock stitching and the use of shaping.
Major Purpose: To develop an understanding of the process of making a garment
Technical Quality (sound, photography, etc.): good
Interest and Reading Levels: junior high
General Comments: The filmstrip is well illustrated but too long for one presentation. Perhaps it could be shown in part with demonstrations. The captions used by McCalls may be too technical in some areas.
High Low
Overall Rating: 5 4 3 2 1

Title:
TEEN FASHIONS—67
Medium:
filmstrip (captioned)
Producer:
Sears Roebuck and Co.
Distributor:
Sears Roebuck and Co.
(free loan)

Color—Black & White:
color
Length:
58 frames
Area:
Home Economics
Subject:
Clothing

Annotation: This filmstrip presents Sears spring and summer fashions which are available in all the Sears stores. It accents women's and teens' outfits for all occasions. This includes sports clothes, dresses, play clothes and many accessories.
Major Purpose: To develop an interest in fashions
Technical Quality (sound, photography, etc.): good
Interest and Reading Levels: junior high

General Comments: May be useful to develop an interest in fashion for a sewing class. Sears revises this each year to keep up with current fashions.

High Low
Overall Rating: 5 4 3 2 1

Title:
UP AND DOWN OF FABRIC
Medium:
filmstrip (captioned)
Producer:
Visual Education Consultant
Distributor:
Visual Education Consultant

Color—Black & White:
color
Length:
45 frames
Area:
Home Economics
Subject:
Clothing

Annotation: The filmstrip shows how to use one way or up and down fabrics. It illustrates nap, pile and design printed in one direction. It shows how to select patterns to use with one way fabric and then how to place the pattern on the fabric. It also stresses the use of a crosswise fold.

Major Purpose: To develop an understanding of how to use one way fabrics

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high

General Comments: This filmstrip is very well organized and well captioned. It could be used in any of the sewing areas which would involve fabric selection.

High Low
Overall Rating: 5 4 3 2 1

CHILD CARE

Title:
BATHS AND BABIES
Medium:
film
Producer:
Johnson and Johnson Co.
Distributor:
Association Films
(free loan)

Color—Black & White:
color
Length:
10 minutes
Area:
Home Economics
Subject:
Child Care

Annotation: This film shows a nurse bathing a baby before a group of new mothers. Good techniques and safety rules are stressed. Each mother is shown in her own home bathing her baby.

Major Purpose: To demonstrate the correct method of bathing a baby

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high

General Comments: An excellent film to use with a child care unit.

High Low
Overall Rating: 5 4 3 2 1

Medium: book
Area: Home Economics
Subject: Child Care
Bibliography: Brisbane, Holly E., and Riker, Audrey Dr. **The Developing Child.** Charles A. Bennett Co., Inc., Peoria, Ill. 1965.

Annotation: This book is a basic child development presentation. The introduction begins with looking forward to parenthood. Each chapter deals with the various phases of child development. Basic growth is covered from birth to 12 years of age.

An overview of the first year of life includes daily care and schedules, clothes, food, etc. The balance of the chapters cover the growth of physical, emotional, intellectual and social development of a child. Many illustrations of children during these phases are included.

The last chapters present a cultural study of children from other lands who are looking toward adulthood.

Major Purpose: To provide a background for understanding the child growth pattern

Technical Quality (print, illustrations, etc.): very good

Interest and Reading Level: adult

General Comments: This would be an excellent teacher reference. The book has many good pictures of children which could be used in teaching.

High Low
Overall Rating: 5 4 3 2 1

Title:
OFF TO A GOOD START
Medium:
filmstrip (captioned)
Producer:
Heinz Baby Foods
Distributor:
Heinz Baby Foods
(free loan)

Color—Black & White:
color
Length:
86 frames
Area:
Home Economics
Subject:
Child Care

Annotation: The film presents the role of milk as the infant's first food and his development through proper diet. It depicts feeding problems of the developing child. The film includes suggestions for increasing the child's acceptance of different foods.

Major Purpose: To develop an understanding of the problems involved in child feeding

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high

General Comments: This is an excellent filmstrip.

High Low
Overall Rating: 5 4 3 2 1

Title:
TOTS AND TEENS
Medium:
filmstrip
Producer:
McGraw Hill Book Co.
Distributor:
McGraw Hill Book Co.

Color—Black & White:
color
Length:
32 frames
Area:
Home Economics
Subject:
Child Care

Annotation: This filmstrip illustrates the changes that take place in a family when a new baby arrives. It gives guidance in caring for infants and young children. It portrays correct techniques for holding, feeding, bathing, and helping with recreation. It outlines the duties and responsibilities of a baby sitter.

Major Purpose: To develop an understanding of the care of very young children.

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high, senior high

General Comments: There is a very good section in the film on baby sitting. The pictures are good; however, the vocabulary may be difficult at times.

High Low
Overall Rating: 5 4 3 2 1

FAMILY LIVING

Title:
TO BEAUTY OR NOT TO BEAUTY
Medium:
filmstrip
Producer:
Coty
Distributor:
Coty
(free loan)

Color—Black & White:
color
Length:
92 frames
Area:
Home Economics
Subject:
Family Living

Annotation: This filmstrip is a fairy tale cartoon presentation on good grooming habits. The points stressed include good posture, social graces, clothes selection and the importance of exercise and diet to good health and beauty. The film has one section on inner beauty which illustrates the importance of controlling one's temper, and of discouraging gossip and selfishness. Proper methods of make up application are demonstrated.

Major Purpose: To develop an interest in good grooming habits

Technical Quality (sound, photography, etc.): very good

Interest and Reading Levels: junior high, senior high

General Comments: If captioned, this will be an excellent filmstrip to use with a grooming unit.

High Low
Overall Rating: 5 4 3 2 1

Title:
THE CLEANING AND WHITENING MAGIC OF BLEACH
Medium:
filmstrip
Producer:
Clorox Co.
Distributor:
Clorox Co.
(free loan)

Color—Black & White:
color

Length:
64 frames
Area:
Home Economics
Subject:
Family Living

Annotation: This filmstrip is made up of cartoon sketches showing a brief history of bleaching: fabrics that should not be bleached and different household uses of bleach.

Major Purpose: To develop an understanding of methods of bleaching

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high, senior high

General Comments: The filmstrip does a good job of explaining the use of bleach in the home.

High Low
Overall Rating: 5 4 3 2 1

Medium: book
Area: Home Economics
Subject: Family Living
Bibliography: Riehl, Luise, C. **Family Nursing and Child Care.** Charles A. Bennett Co., Inc., 1961.
Annotation: This is a home nursing textbook geared to teaching home nursing techniques to the young adult. Chapters include health control, disease, converting the home for illness, treating specific illness, diets, comfort and health skills and meeting emergencies.
Major Purpose: To develop the necessary skills to care for the sick in your own home.
Technical Quality (print, illustrations, etc.): fair to good
Interest and Reading Level: teacher reference

High Low
Overall Rating: 5 4 3 2 1

Medium: book
Area: Home Economics
Subject: General Home Economics
Foods, Clothing, Grooming, etc.
Bibliography: McDermott, Irene, E. and Nicholas, Florence, W. **Homemaking for Teenagers,** (Book 1, 5th edition) Charles A. Bennett Co., Inc., Peoria, Ill. 1960.
Annotation: This is a comprehensive text in all phases of home economics for early teenagers. Section one deals with the family requirements for family living, emotional growth, social acceptance, personality characteristics, mental health, relationships with friends. Section two deals with good grooming, all phases of health, make up, care of clothing, hair, wardrobe selection, learning to sew, measuring, practice stitches, etc. Section three deals with management and organization in the foods area, table preparation, invitations, manners and learning to cook, covering the three basic meals and special occasions.
Major Purpose: To present a general course in homemaking
Technical Quality (print, illustrations, etc.): good
Interest and Reading Level: teacher

High Low
Overall Rating: 5 4 3 2 1

Medium: book
Area: Home Economics

Subject: Family Living
Bibliography: Lewis, Dora S., Burns, Jean O., and Segner, Ester F. **Housing and Home Management.** The MacMillian Co., New York, N. Y. 1961.
Annotation: This book presents a complete picture of household care. It helps to establish the routines necessary for successful house care. Furniture care and household furnishings are discussed in relation to the budget and family activities. There are chapters dealing with household repairs and maintenance. Many ideas are presented to help the reader apply the principle to their own needs.
Major Purpose: To help understand the complex problem of housing and home management
Technical Quality (print, illustrations, etc.): somewhat outdated
Interest and Reading Level: teacher
General Comments: This book needs revision. The pictures and many stories dealing with income are outdated. Can be used by a teacher as a reference.

High Low
Overall Rating: 5 4 3 2 1

Medium: book
Area: Home Economics
Subject: Family Living
Bibliography: Raines, Margaret. **Managing Living Time.** Charles A. Bennett Co., Inc., Peoria, Ill. 1966.
Annotation: The book is divided into three parts dealing with various phases of management.

Part one covers the aims and goals of good management in the home and the rewards that come from good management.

Part two deals with money, income, establishing money values, spending plans, and how these plans are used by a farm couple, a working couple, a college group and an irregular income group. Also covered are credit uses, the food budget, clothing, house and home budgets.

Part three deals with the wise use of time and energy within the family group. Organization of talents, time and tools are presented. Saving time for specific activities and time for children are also highlighted.

Major Purpose: To present an understanding of management of time, money, etc.
Technical Quality (print, illustrations, etc.): good
Interest and Reading Level: senior high
General Comments: This is a good teacher reference.

High Low
Overall Rating: 5 4 3 2 1

Title:
THE ROAD TO RESPONSIBILITY
Medium:
filmstrip
Producer:
Proctor and Gamble
Distributor:
Proctor and Gamble
(free loan)

Color—Black & White:
color
Length:
64 frames
Area:
Home Economics
Subject:
Family Living

Annotation: The film strip introduces management as a part of home care. In story form two girls, a career girl and a homemaker are shown, establishing home care routines such as organizing daily tasks, organizing weekly and seasonal duties and finding commercial products available to aid in good home management.

Major Purpose: To develop an awareness of home care routines

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high

General Comments: This filmstrip could be used to establish weekly, monthly and daily cleaning routines.

High Low
Overall Rating: 5 4 3 2 1

Medium: book
Area: Home Economics
Subject: General Homemaking

Bibliography: Craig, Hazel Thompson. **Thresholds to Adult Living.** Charles A. Bennett Co., Inc., Peoria, Ill. 1962.

Annotation: This is a general textbook for senior high school homemaking. The age level most attracted to this book will be 16 to 19. The book stresses learning to understand yourself, living in harmony with others, the adult responsibilities of parenthood and citizenship and duty to your country. Presented are the suggestions and helps needed to reach these goals. Good nutrition rules, manners, budgeting, dating patterns, marriage plans and problems, child development, money management, housing and other types of security.

Major Purpose: To prepare the student for adult responsibilities

Technical Quality (print, illustrations, etc.): good

Interest and Reading Level: senior high, teacher

General Comments: A good teacher reference—probably too difficult for the student to use.

High Low
Overall Rating: 5 4 3 2 1

Medium: book
Area: Home Economics
Subject: Family Living
Bibliography: Clayton, Nanalee, **Young Living.** Charles A. Bennett Co., Inc., Peoria, Ill. 1963.
Annotation: This is a general homemaking text at the junior high school level. It begins with an introduction of what homemaking means to the student. He is shown how he can make friends and get along with others. The chapter on child care helps the student to learn more about his own behavior and to enjoy children more. The section on foods stresses the need for a good attitude toward eating right with meal time as a center of family relationship. The grooming chapters emphasize the importance of good health to good looks and gives guidelines for selecting clothes. The last chapters deal with home and money management.
Major Purpose: To introduce homemaking to the junior high student
Technical Quality (print, illustrations, etc.): good
Interest and Reading Level: junior high
General Comments: This is a well illustrated text that can be used by the teacher as a reference source. The language is somewhat difficult for it to be used as a classroom text.
High Low
Overall Rating: 5 4 3 2 1

HOME DECORATION

Title:
COLOR AND PIGMENT IN ART
Medium:
film
Producer:
Coronet
Distributor:
Coronet

Color—Black & White:
color
Length:
13½ minutes
Area:
Home Economics
Subject:
Home Decoration

Annotation: This film demonstrates by use of a glass prism that white light is actually a combination of several colors, which can be reproduced by pigments. It shows how the three primary colors can be mixed to make secondary colors and, in turn, intermediate colors. A color solid shows the three dimensions of color-hue, value and intensity, and examples illustrate how combinations of colors can create pleasing effects and different moods and feelings.

Major Purpose: To develop an understanding of color

Technical Quality (sound, photography, etc.): excellent

Interest and Reading Levels: junior high, senior high

General Comments: An excellent film to give a good color background for clothing or home decoration. The film is well organized and the subject matter simply presented.

High Low
Overall Rating: 5 4 3 2 1

Title:
COME CATCH A RAINBOW
Medium:
filmstrip
Producer:
Pittsburgh Plate Glass Co.
Distributor:
Pittsburgh Plate Glass Co.
(free loan)

Color—Black & White:
color
Length:
91 frames
Area:
Home Economics
Subject:
Home Decoration

Annotation: This filmstrip takes the colors in a rainbow and demonstrates how a variety of different home atmospheres can be created by changing colors. It shows what each color has to offer and how they can be combined to create color schemes which are easy to live with. The film provides a rich background of home interest. It stresses that we should not be afraid of color, but should learn to have fun with it. It shows many interesting room arrangements.

Major Purpose: To develop an understanding of the use of color in the home

Technical Quality (sound, photography, etc.): excellent

Interest and Reading Levels: senior high

General Comments: This is an excellent filmstrip on the creative uses and effects of color.

High Low
Overall Rating: 5 4 3 2 1

Title:
DECORATING MADE EASY
Medium:
filmstrip (partially captioned)
Producer:
Sears, Roebuck and Co.
Distributor:
Sears, Roebuck and Co.
(free loan)

Color—Black & White:
color
Length:
64 frames
Area:
Home Economics
Subject:
Home Decoration

Annotation: The filmstrip illustrates the steps important in home decorating. It includes recognizing the family's needs, deciding on the type of decor the family likes, selecting a color scheme and following a good furniture arrangement plan. It explains that accessories set the feeling. There are many pictures of room arrangements.

Major Purpose: To develop some understanding of home decoration

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high

General Comments: This filmstrip is well organized. It has an excellent section on color.

High Low
Overall Rating: 5 4 3 2 1

Title:
FASHIONS IN DINING
Medium:
filmstrip
Producer:
Sears, Roebuck and Co.
Distributor:
Sears, Roebuck and Co.
(free loan)

Color—Black & White:
color
Length:
68 frames
Area:
Home Economics
Subject:
Home Decoration

Annotation: This filmstrip illustrates the variety of table settings—china, silver, glassware, and linens. It has ideas for holidays and parties. This film also illustrates the correct way to set a table.

Major Purpose: To develop an awareness of attractive table settings

Technical Quality (sound, photography, etc.): good
Interest and Reading Levels: senior high
General Comments: This is a good filmstrip for presenting table setting ideas and for motivating discussions.

High Low
Overall Rating: 5 4 3 2 1

Title:
FIBER TO FABRIC
Medium:
filmstrip
Producer:
Pittsburgh Glass Plate Co.
Distributor:
Pittsburgh Glass Plate Co.
(free loan)

Color—Black & White:
color
Length:
112 frames
Area:
Home Economics
Subject:
Home Decoration

Annotation: This filmstrip presents the story of Fiberglas. It shows the process by which the fiber is made. It contains information and illustrations on how fabrics are made from the fiber, their characteristics and care, the variety of weaves and textures available, and suggestions for drapery treatments for standard and problem windows.
Major Purpose: To develop an interest in the use of fiberglass and an awareness of its properties
Technical Quality (sound, photography, etc.): good
Interest and Reading Levels: senior high
General Comments: excellent background material on fiberglass.

High Low
Overall Rating: 5 4 3 2 1

Title:
LANDSCAPING AND ORNAMENTAL PLANTINGS
Medium:
filmstrip
Producer:
Colonial Films
Distributor:
Colonial Films

Color—Black & White:
color
Length:
6 filmstrips
Area:
Home Economics
Subject:
Planting and Landscaping

Annotation: These filmstrips show specific improvements that may be accomplished with ornamental plantings. It points up the need for and give examples of foundation plantings, screen and hedge plantings, specimen plantings, and background plantings.
Major Purpose: To introduce landscaping techniques and identify types of ornamental plantings

Technical Quality (sound, photography, etc.): good photography
Interest and Reading Levels: seniors, adults
High Low
Overall Rating: 5 4 3 2 1

FOODS

Title:
MAGIC FROSTING SUGAR
Medium:
filmstrip (captioned)
Producer:
C & H Sugar (Calif.)
Distributor:
C & H Sugar (Calif.)
(free loan)

Color—Black & White:
color
Length:
16 frames
Area:
Home Economics
Subject:
Foods

Annotation: The filmstrip shows the uses of superfine sugar in frostings and as a sweetening agent for fruit and in beverages.

Major Purpose: To develop an interest in using superfine sugar

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high

General Comments: This is a good filmstrip. It may be available only on the West Coast.

High Low
Overall Rating: 5 4 3 2 1

Title:
MAKING OF FINE CHINA
Medium:
film
Producer:
Lennox, Inc.
Distributor:
Lennox, Inc.
(free loan)

Color—Black & White:
color
Length:
24 minutes
Area:
Home Economics
Subject:
Foods

Annotation: This film takes the viewer through the steps involved in fine china making. It begins with making plaster molds and goes through making and pouring slip, casting and trimming, piece firing, glazing, glaze firing and applying a trade mark. The various methods of applying decoration and pattern are shown. There is a brief sequence on luncheon and dinner table setting.

Major Purpose: To develop an understanding of how fine china is manufactured

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high

General Comments: This is an excellent background film. It can also be used by art classes.

High Low
Overall Rating: 5 4 3 2 1

Medium: book
Area: Home Economics
Subject: Foods
Bibliography: McLean, Beth. **Meal Planning and Service.** (revised edition) Charles A. Bennett Co., Inc., Peoria, Ill. 1964.
Annotation: There are nine chapters in this book. All of them deal with the various phases of meal planning. The early chapters include discussion about gracious dining, the duties of a host and hostess, their responsibilities, etc.

Space and needed equipment are also presented as necessary for successful meal planning. The basic three meals are worked with to provide wise uses of food, time and energy. The various types of service—maid service, etc.—and carving are well illustrated. The last chapter deals with garnishes and the little extras that make meal planning enjoyable.

Major Purpose: To learn the basics of meal planning and service
Technical Quality (print, illustrations, etc.): good
Interest and Reading Level: teacher
High Low
Overall Rating: 5 4 3 2 1

Title:
MEAL PLANNING WITH SOUP
Medium:
filmstrip (captioned)
Producer:
Campbell Soup Co.
Distributor:
Campbell Soup Co.
(free loan)

Color—Black & White:
color
Length:
37 frames
Area:
Home Economics
Subject:
Foods

Annotation: This filmstrip shows how soups can enrich our diet; they can be eaten in sauces, casseroles, salads and desserts. At present, 33 varieties of soups are available for purchase. The film gives picture menus using soups in combination with other foods such as tuna and noodles, and macaroni and cheese. It presents a variety of party ideas using soups.
Major Purpose: To develop an interest in cooking with soup
Technical Quality (sound, photography, etc.): good
Interest and Reading Levels: senior high
General Comments: The filmstrip has some creative cooking ideas.
High Low
Overall Rating: 5 4 3 2 1

Title:
MEAL TIME CAN BE MAGIC
Medium:
filmstrip

Color—Black & White:
color
Length:
83 frames

Producer:
General Mills
Distributor:
General Mills
(free loan)

Area:
Home Economics
Subject:
Foods

Annotation: The filmstrip is divided into three sections all dealing with mealtime planning. The first section deals with the planning of pleasing and appetizing meals using color, texture and family likes and dislikes. The second section deals with nutrition in meals with emphasis on the Basic 4. The last section deals with wise management of time, money, and energy in food preparation.

Major Purpose: To develop an understanding of the Basic 4

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high

General Comments: An excellent film on nutrition at the junior high level.

High Low
Overall Rating: 5 4 3 2 1

Title:
MEAT IDENTIFICATION SERIES
Medium:
filmstrip (captioned)
Producer:
Colonial Films
Distributor:
Colonial Films

Color—Black & White:
color
Length:
3 filmstrips
Area:
Home Economics
Subject:
Foods

Annotation: The titles describe the filmstrips. They are as follows: IDENTIFICATION OF CUTS OF LAMB, IDENTIFICATION OF CUTS OF PORK, IDENTIFICATION OF CUTS OF VEAL. Each filmstrip begins with the complete uncut animal. We are then given a step-by-step presentation of the retail cuts. Each cut is labeled with the proper retail name. The variety meats, liver, heart, etc. are also presented.

Major Purpose: To develop the ability to recognize different meat cuts

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high

General Comments: The captioning is good on these filmstrips. The one on pork has very good pictures of the various cuts.

High Low
Overall Rating: 5 4 3 2 1

Title:
MEXICAN FOOD THE AMERICAN WAY

Color—Black & White:
color

Medium:
film
Producer:
Jamor
Distributor:
Jamor
(free loan)

Length:
25 minutes
Area:
Home Economics
Subject:
Foods

Annotation: This movie presents the story of a honeymoon couple visiting the southwest for the first time. A Mexican waiter introduces them to a variety of Mexican dishes. The husband is reluctant to try them because he does not like hot foods, but through the efforts of a funny Mexican waiter he is given a good introduction to Mexican food. It demonstrates how to prepare chili, tacos, enchiladas and tamales. It shows how some of the food is prepared commercially and sold in cans in markets throughout the country.

Major Purpose: To develop an interest in Mexican food.

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high, senior high

General Comments: This is a delightful film which children would enjoy. It serves as a good introduction to Mexican foods.

High Low
Overall Rating: 5 4 3 2 1

Title:
MR. BUSBOY
Medium:
film
Producer:
National Educational Media
Distributor:
Modern Learning Aids
(free loan)

Color—Black & White:
color
Length:
10 minutes
Area:
Home Economics
Subject:
Commercial Foods

Annotation: This film presents the importance of a busboy's job in the food service industry. The points stressed are neatness, service duties, proper dish stacking and attentiveness to the guests needs. Also stressed is the importance of getting along with the public and co-workers, a talent which is important for a good busboy.

Major Purpose: To show the responsibilities and duties of a good busboy

Technical Quality (sound, photography, etc.): very good

Interest and Reading Levels: junior high

General Comments: This is a very good film.

High Low
Overall Rating: 5 4 3 2 1

Title:
MODERN COOKERY INSTANTIZED
Medium:
filmstrip
Producer:
General Mills
Distributor:
General Mills
(free loan)

Color—Black & White:
color
Length:
93 frames
Area:
Home Economics
Subject:
Foods

Annotation: This film shows cooking processes using the new flour "Wondra" which does not require sifting. It is shown as an ingredient in breads, cakes, cookies, and sauces. It is more convenient than regular flour because it does not need to be sifted; it mixes easily in cold water or milk and it pours easily. It is shown as an ingredient in popovers, gravy, pastry, pie filling, fudge cake and a variety of cookies.

Major Purpose: To develop an interest in using instantized flour

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high

General Comments: This could be used with a foods class or a consumer buying class.

High Low
Overall Rating: 5 4 3 2 1

Title:
MUFFIN MAKING
Medium:
filmstrip
Producer:
General Mills
Distributor:
General Mills
(free loan)

Color—Black & White:
color
Length:
62 frames
Area:
Home Economics
Subject:
Foods

Annotation: This film shows the batter making process and the different uses of quick breads. It demonstrates both the conventional method and the use of mixes. Stress is placed on correct measuring and good work habits. Many tempting ideas are presented using quick breads.

Major Purpose: To develop an understanding of how muffins are made

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high, senior high

General Comments: This filmstrip has excellent pictures.

High Low
Overall Rating: 5 4 3 2 1

Title:
MY NAME IS RICE
Medium:
film
Producer:
Rice Council for Market Development
Distributor:
Modern Talking Pictures
(free loan)

Color—Black & White:
color
Length:
13 minutes
Area:
Home Economics
Subject:
Foods

Annotation: This film takes place in a classroom situation where the teacher gives a brief history of rice and then demonstrates the correct method of cooking rice. She uses the 1—2—1 method which stands for 1 cup of rice, 2 cups of water and 1 teaspoon of salt. She stresses four rules for cooking soft, fluffy rice:

1. Don't wash or rinse rice.
2. Don't lift the lid when cooking rice.
3. Don't stir rice more than once after it comes to a boil.
4. Don't leave rice in a pan for more than 10 minutes.

Correct storage procedures are shown with a variety of ways for serving rice. She blends rice with meat, vegetables, salads, desserts and party dishes.

Major Purpose: To develop an understanding of the principles of rice cookery

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high

General Comments: The film is well done and could fit into several foods units such as meal planning, entertaining, or cooking procedures.

High Low
Overall Rating: 5 4 3 2 1

Medium: book
Area: Home Economics
Subject: Foods

Bibliography: Pieslak, Mary Margaret. **Our First Foods Book.** New Jersey School for the Deaf, West Trenton, N. J. 1960.

Annotation: This text is written for use with the deaf. It covers the student's first experience in a foods class.

The subjects covered are things to know before starting to cook—safety rules, health, reading a recipe, care and use of equipment, measurements, table manners, settings and service. Foods suggested are simple breakfasts, cookies, sandwiches, simple desserts and simple luncheons. Vocabulary is presented in each unit. Illustrations of each lesson are also included.

Major Purpose: To present an introduction to a basic foods class

Technical Quality (print, illustrations, etc.): printing is good; illustrations are fair.
Interest and Reading Level: senior high
General Comments: This manual was developed to be used with the deaf. It includes worksheets, phonetic vocabulary and recipes.

High Low
Overall Rating: 5 4 3 2 1

Medium: book
Area: Home Economics
Subject: Foods
Bibliography: Pieslak, Mary Margaret. **Our Second Foods Book.** New Jersey School for the Deaf, West Trenton, New Jersey. 1961.
Annotation: This book is the second in a series of three books developed for use with the deaf. The book begins with a review of the basic principles of measuring, safety, table service, etc. A study of bread and bread products, basic nutrition, vegetables, salads, cheese, soups, pastas, fruits, cakes, frostings, cookies, pies, freezing and luncheons follow. Each unit includes a test of student achievement, vocabulary, phonetic spellings and bibliography.
Major Purpose: To provide the students with a basic knowledge of foods
Technical Quality (print, illustrations, etc.): fair illustrations, good printing
Interest and Reading Level: high school
General Comments: This book was developed to be used in the deaf classroom.

High Low
Overall Rating: 5 4 3 2 1

Medium: book
Area: Home Economics
Subject: Foods
Bibliography: Pieslak, Mary Margaret. **Our Third Foods Book.** New Jersey School for the Deaf, West Trenton, N.J. 1964.
Annotation: This is the third book developed to be used in the foods area with the deaf. This text deals exclusively with meats, fish and poultry. It provides general facts about meat, buying, storing, grades of meat, etc. Each popular variety of meat is then studied individually in appearance, cuts, cooking of the cuts, and selected recipes. Veal, pork, beef and lamb are presented. Poultry and fish are also presented in sequence of grades, uses and recipes for their preparation. Meat carving and the tools necessary for successful cutting are included. A

final chapter deals with herbs and spices in meat, poultry and fish cookery.

Major Purpose: To teach the basic fundamentals of meat, fish and poultry cooking

Technical Quality (print, illustrations, etc.): illustrations are fair

Interest and Reading Level: senior high

General Comments: This book was developed to be used in a deaf classroom.

High Low
Overall Rating: 5 4 3 2 1

Title:
PARTY PLANS FOR PIES
Medium:
filmstrip
Producer:
Swift and Co.
Distributor:
Swift and Co.
(free loan)

Color—Black & White:
color
Length:
73 frames
Area:
Home Economics
Subject:
Foods

Annotation: This filmstrip establishes the standards for good pie crust; it should be tender, flaky, golden brown, and have good flavor. Step-by-step directions show how to make perfect pies. Accurate measuring and the use of the proper ingredients are stressed in the preparation of pumpkin, cherry and ice cream pies. Party and holiday ideas are included in the filmstrip.

Major Purpose: To develop an interest in making pies

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high

General Comments: This filmstrip gives a good presentation of pie baking. It is excellent for classroom use. Captions would make it more effective.

High Low
Overall Rating: 5 4 3 2 1

Title:
PASTA AND ITALIAN SAUCE
Medium:
filmstrip
Producer:
Lawry's Foods, Inc.
Distributor:
Lawry's Foods, Inc.
(free loan)

Color—Black & White:
color
Length:
45 frames
Area:
Home Economics
Subject:
Foods

Annotation: The filmstrip illustrates the correct procedure that is basic for all types of pasta which includes boiling, draining and rinsing the pasta. It stresses the importance of using a good sauce and shows the preparation of popular Italian dishes. The film demonstrates how to make spaghetti, lasagna, veal scallopini, macaroni and cheese, manicotti, and chicken cacciatora.

Major Purpose: To develop an interest in using more pasta in home cooking

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high

General Comments: This filmstrip is an excellent review of Italian foods.

High Low
Overall Rating: 5 4 3 2 1

Title:
THE PORK WE EAT
Medium:
filmstrip (partially captioned)
Producer:
American Meat Institute
Distributor:
American Meat Institute
(free loan)

Color—Black & White:
color
Length:
60 frames
Area:
Home Economics
Subject:
Foods

Annotation: This film is a complete presentation of pork. It shows the variety of commercial cuts as well as the retail cuts such as, rib, loin, etc. The film also presents the meat packers handling and processing of pork. The final frames show in a variety of creative ways, how pork may be used in the home.

Major Purpose: To develop an understanding of the use of pork products

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high

General Comments: This is a good general review for a unit on meats.

High Low
Overall Rating: 5 4 3 2 1

Title:
A PUBLIC WELL SERVED
Medium:
film
Producer:
The Public Health Committee of
the Plate, Cup, Container and
Doily Institute, Inc.

Color—Black & White:
color
Length:
10 minutes
Area:
Home Economics

Distributor:
The Public Health Committee of
the Plate, Cup, Container and
Doily Institute, Inc.
(free loan)

Subject:
Foods

Annotation: This film shows how paper goods are used in the food industry with an exposure to the variety of jobs that are found in the food service industry. Good sanitation procedures are stressed.

Major Purpose: To develop an understanding of some of the jobs available in the food service industry.

Technical Quality (sound, photography, etc.): poor sound

Interest and Reading Levels: senior high

General Comments: This is a good film to use in the commercial foods area.

High Low
Overall Rating: 5 4 3 2 1

Title:
SONG OF THE SALAD

Medium:
filmstrip (partially captioned)

Producer:
H. J. Heinz Co.

Distributor:
H. J. Heinz Co.
(free loan)

Color—Black & White:
color

Length:
106 frames

Area:
Home Economics

Subject:
Foods

Annotation: The filmstrip begins with a cartoon history of the first salads. The different greens used in salads are shown and captioned with proper handling methods stressed. Recipes and simple variations for French, mayonnaise and cooked salad dressings are included. The film demonstrates the importance of color, texture, and arrangement in making a salad attractive. It shows the basic tools for salad preparation and how to use them in preparing fruits, vegetables and garnishes. The salad is pictured as an appetizer, accompaniment, main dish and dessert.

Major Purpose: To develop an interest in making attractive salads.

Technical Quality (sound, photography, etc.): very good

Interest and Reading Levels: junior high, senior high

General Comments: An excellent, simply captioned filmstrip on salads. It is well organized and very useful in the classroom.

High Low
Overall Rating: 5 4 3 2 1

Title:
SOUPS, SAUCES, ENTREES
Medium:
film
Producer:
General Foods Corp.
Distributor:
General Foods Corp.
(free loan)

Color—Black & White:
color
Length:
16 minutes
Area:
Home Economics
Subject:
Foods

Annotation: This film shows a commercial kitchen and the process of making a soup stock. The stock is then used as a base for a variety of foods, illustrating the convenience of using prepared stocks in cooking. There are many good scenes of commercial foods equipment.

Major Purpose: To develop an interest in commercial foods

Technical Quality (sound, photography, etc.): Sound track is difficult to understand

Interest and Reading Levels: senior high

General Comments: This film should be very useful for use in commercial foods classes.

High Low
Overall Rating: 5 4 3 2 1

Title:
THE STORY OF FRUITS
AND VEGETABLES
Medium:
filmstrip (captioned)
Producer:
Society for Visual Education, Inc.
Distributor:
Society for Visual Education, Inc.

Color—Black & White:
color
Length:
44 frames
Area:
Home Economics
Subject:
Foods

Annotation: This filmstrip shows the source of fruits and vegetables with several scenes on farming and harvesting equipment. It shows fruits and vegetables as we see them in their natural setting. There are a few frames on processing methods.

Major Purpose: To develop an understanding of the fruit and vegetable industry

Technical Quality (sound; photography, etc.): good

Interest and Reading Levels: junior high

General Comments: A good overall captioned presentation.

High Low
Overall Rating: 5 4 3 2 1

Title:
THE STORY OF MEATS

Color—Black & White:
color

Medium:
filmstrip (captioned)
Producer:
Society for Visual Education, Inc.
Distributor:
Society for Visual Education, Inc.

Length:
44 frames
Area:
Home Economics
Subject:
Foods

Annotation: The filmstrip gives a good over all view of the meat industry. It shows the raising, feeding and selling of cattle as well as meat processing. There are good illustrations of cuts of meats and animal diagrams.

Major Purpose: To develop an understanding of how meat gets to the table.

Technical Quality (sound, photographyc etc.): good

Interest and Reading Levels: junior high

General Comments: A very good filmstrip to use in beginning foods classes.

High Low
Overall Rating: 5 4 3 2 1

Title:
SURE-JELL MAGIC
Medium:
filmstrip (captioned)
Producer:
General Foods Corp.
Distributor:
General Foods Corp.

Color—Black & White:
color
Length:
42 frames
Area:
Home Economics
Subject:
Foods

Annotation: This filmstrip compares the old versus the modern method of making jelly. It shows a step-by-step picture of the quick boil method of jelly making. It includes sterilizing jars, preparing fruit, melting paraffin and labeling the final product.

Major Purpose: To develop an understanding of how to make jelly

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high

General Comments: This filmstrip gives an excellent presentation of making jelly.

High Low
Overall Rating: 5 4 3 2 1

Medium: book
Area: Home Economics
Subject: Foods

Bibliography: Morton, Alice D. **Teach Me to Cook.** Hart Publishing Co., New York, N. Y. 1960.

Annotation: This is a cookbook for the beginning homemaker. It begins with illustrated cooking equipment and cooking terms. Safety rules and cooking hints are listed. It pictures the correct way to set a table. The recipes illustrate the equipment needed and the ingredients followed by simple instructions on how to make it.

Major Purpose: To develop an understanding of basic cooking skills

Technical Quality (print, illustrations, etc.): excellent

Interest and Reading Level: elementary, junior high

General Comments: This is an excellent cookbook to use with beginning foods. Illustrations are excellent. Language is simple and easy to understand.

High Low
Overall Rating: 5 4 3 2 1

Title:
TEEN TIME COOKING WITH CARNATION
Medium:
filmstrip
Producer:
Carnation Co.
Distributor:
Carnation Co.
(free loan)

Color—Black & White:
color
Length:
60 frames
Area:
Home Economics
Subject:
Foods

Annotation: This filmstrip describes a simple cooking system made up of four parts including planning, safety, convenience and neatness. In planning shopping with a grocery list, storing foods properly and saving steps in the kitchen are shown. Good safety rules are illustrated and convenience is stressed by using time saving foods. Cleaning up each part of the meal helps with an orderly clean-up system. The film also shows the variety of ways that evaporated milk can be used in the home.

Major Purpose: To develop an understanding of how evaporated milk can be used in the kitchen

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high

General Comments: If captioned this would be a good review filmstrip.

High Low
Overall Rating: 5 4 3 2 1

Title:
THE WHIPPING MAGIC OF EVAPORATED MILK
Medium:
filmstrip (captioned)
Producer:
Evaporated Milk Assoc.

Color—Black & White:
color
Length:
35 frames
Area:
Home Economics

Distributor:	**Subject:**
Evaporated Milk Assoc.	Foods

Annotation: This filmstrip gives the step-by-step procedure for whipping evaporated milk. It shows its use in cakes, ice creams, gelatines and other desserts.

Major Purpose: To develop an understanding of how to whip evaporated milk

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high

General Comments: This filmstrip could be used when studying milk and milk products.

High Low
Overall Rating: 5 4 3 2 1

Title:	**Color—Black & White:**
WONDERFUL WORLD OF BEEF	color
Medium:	**Length:**
film	23 minutes
Producer:	**Area:**
Douglas Films	Home Economics
Distributor:	**Subject:**
Modern Talking Pictures (free loan)	Foods

Annotation: This film gives a complete picture of the beef industry. At the beginning it shows the techniques involved in buying beef and its selection by cattlemen. At the packing plant trimming and preparing the beef for distribution are shown. It is then delivered to local butchers who cut and trim the beef for retail sales. There are good pictures of the cutting and trimming of steaks, roasts, and stew meat at the market level. This is followed by packaging, weighing, and labeling processes.

Major Purpose: To develop an understanding of meat processing

Technical Quality (sound, photographyc etc.): very good

Interest and Reading Levels: senior high

General Comments: Excellent film to use with a foods, or commercial foods class.

High Low
Overall Rating: 5 4 3 2 1

Title:	**Color—Black & White:**
THE WORLD OF WONDERFUL FOODS.	color
Medium:	**Length:**
filmstrip	67 frames
Producer:	**Area:**
Proctor and Gamble	Home Economics

Distributor:
Proctor and Gamble
(free loan)

Subject:
Foods

Annotation: A short cartoon history of man's eating habits introduces the filmstrip on meal planning. Pre-planning, wise use of color, texture and food selection are illustrated. The Basic 4 are captioned and attractive meals are presented.

Major Purpose: To develop an understanding of principles of meal planning

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high, senior high

General Comments: Excellent filmstrip to introduce meal planning.

High Low
Overall Rating: 5 4 3 2 1

Title:
BREAKFAST FOR B. J.
Medium:
filmstrip (partially captioned)
Producer:
Pillsbury Co.
Distributor:
Pillsbury Co.
(free loan)

Color—Black & White:
color
Length:
60 frames
Area:
Home Economics
Subject:
Foods

Annotation: The filmstrip begins with cartoons on why breakfast is important for good nutrition. It illustrates several of B. J.'s excuses for being a "breakfast jumper". This is followed by a section on the Basic 4. Several breakfast menus are shown with the calorie content of each food item in the breakfast. This filmstrip shows how breakfast can be served and prepared attractively, simply and quickly.

Major Purpose: To develop an interest in eating a good breakfast

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high, senior high

General Comments: The filmstrip needs a few more captions. It is good presentation of the importance of eating a good breakfast.

High Low
Overall Rating: 5 4 3 2 1

Title:
BRING HOME THE BACON
Medium:
film
Producer:
Oscar Mayer Company

Color—Black & White:
color
Length:
25 minutes
Area:
Home Economics

Distributor:
Modern Talking Pictures
(free loan)

Subject:
Foods

Annotation: The first 12 minutes of the film is an introduction by the home economist in charge of the Good Housekeeping Institute. She discusses the importance of the meat industry in today's consumer market. A tour of the Oscar Mayer meat plant follows. The film depicts meat in the various stages of processing. The film shows step-by-step procedures for making hot dogs along with the preparation of other types of sausage. It shows how the meat is delivered to local markets and is cut for retail sale by meat cutters. In many stores it is automatically wrapped, weighed, priced and labeled.

Major Purpose: To develop an understanding of how meat gets to the market

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high

General Comments: The first 12 minutes is of little value in the classroom for deaf children; however, the last part is well done and gives a good picture of the meat industry.

High Low
Overall Rating: 5 4 3 2 1

Title:
COME TO A PARTY, R.S.V.P.
Medium:
filmstrip
Producer:
Pineapple Growers Assoc.
Distributor:
Pineapple Growers Assoc.

Color—Black & White:
color
Length:
41 frames
Area:
Home Economics
Subject:
Foods

Annotation: This filmstrip deals with the uses of pineapple for planning parties. It presents ideas such as using a cabbage salad as the center for a buffet, using ground meat in combination with pineapple, using pasta and pineapple and a dessert of angel food cake.

Major Purpose: To spark creative ideas for a variety in menu planning

Technical Quality (sound, photography, etc.): very good

Interest and Reading Levels: junior high, senior high

General Comments: an excellent film for presenting a new variety in foods.

High Low
Overall Rating: 5 4 3 2 1

Title:
CONVENIENCE COOKERY WITH
PORTABLE ELECTRIC APPLIANCES

Color—Black & White:
color

Medium:
filmstrip (captioned)
Producer:
Evaporated Milk Assoc.
Distributor:
Evaporated Milk Assoc.
(free loan)

Length:
40 frames
Area:
Home Economics
Subject:
Foods

Annotation: This filmstrip shows a variety of dishes prepared with evaporated milk, using small electric appliances. The breakfast menu presents apple pancakes that were mixed in a blender and cooked on the sandwich grids of a waffle baker and then kept hot on an electric serving tray. Ice cream is made in an electric freezer while oven fried chicken and Dutch peach pie are baking in a portable electric oven. Pizza, creamed chipped beef, coffee cake and macaroni and cheese demonstrate the versatility of the electric fry pan.

Major Purpose: To develop an interest in using portable electric appliances

Technical Quality (sound, photography, etc.): very good

Interest and Reading Levels: senior high

General Comments: The filmstrip is captioned with language that is usable in the classroom. It is a good review of the uses of portable appliances. It could also be used in consumer buying.

High Low
Overall Rating: 5 4 3 2 1

Title:
COOKY WISE
Medium:
filmstrip
Producer:
General Mills
Distributor:
General Mills
(free loan)

Color—Black & White:
color
Length:
86 frames
Area:
Home Economics
Subject:
Foods

Annotation: This filmstrip illustrates the fundamental steps in the preparation of drop, bar, refrigerator, rolled, pressed and molded cookies. Attractive variations and serving suggestions are included along with recipes and storage ideas. The cookies are divided into two classifications—soft dough and stiff dough.

Major Purpose: To develop an understanding of how cookies are made

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high, senior high

General Comments: The film is partially, but effectively captioned and is excellent for introducing or reviewing information on the preparation of cookies.

High Low
Overall Rating: 5 4 3 2 1

Title:
CREATIVE MEAL PLANNING
Medium:
filmstrip
Producer:
R. T. French
Distributor:
R. T. French
(free loan)

Color—Black & White:
color
Length:
40 frames
Area:
Home Economics
Subject:
Foods

Annotation: A presentation of meal planning which includes the Basic 4 food group. Good nutrition is stressed throughout the film. The film also includes using money wisely, using pleasing flavors and color combinations and planning use of time.

Major Purpose: To develop an understanding of the steps involved in meal planning and a creative interest in foods

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high, senior high

High Low
Overall Rating: 5 4 3 2 1

Title:
DOUBLE DUTY DISHES
Medium:
filmstrip
Producer:
Animated Products
Distributor:
Reynolds Metal Co.

Color—Black & White:
color
Length:
38 frames
Area:
Home Economics
Subject:
Foods

Annotation: This film begins with an introduction to meal planning that includes shopping and nutrition. It demonstrates how chicken, meats and cheese can be prepared and served in a variety of ways. It demonstrates several ways in which aluminum foil can be used in cooking.

Major Purpose: To develop an interest in preparing attractive meals

Technical Quality (sound, photography, etc.): color is not bright enough

Interest and Reading Levels: junior high, senior high

General Comments: A well organized film that presents a good lesson on meal planning.

High Low
Overall Rating: 5 4 3 2 1

Title:
EASY AS PIE
Medium:
filmstrip (partially captioned)
Producer:
General Mills
Distributor:
General Mills
(free loan)

Color—Black & White:
color
Length:
87 frames
Area:
Home Economics
Subject:
Foods

Annotation: This filmstrip begins with the making of pie crust by the standard method and then with a mix. It illustrates a variety of fillings and toppings along with techniques and standards for good pastry. The dough is shaped and rolled before fitting it into a pie pan where the edges are fluted. The filmstrip gives step-by-step instructions for coconut cream filling, meringue topping, and crumble topping.

Major Purpose: To develop an interest in making pies

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high

General Comments: The filmstrip is well done but needs a few more captions.

High Low
Overall Rating: 5 4 3 2 1

Title:
EAT WELL AND GROW
Medium:
film (captioned)
Producer:
Coronet
Distributor:
Coronet

Color—Black & White:
color
Length:
10 minutes
Area:
Home Economics
Subject:
Foods

Annotation: The film shows the Basic 4 food groups. At a circus, a magic show presents good health through diet. Combining the color and excitement of a circus, it presents the Basic 4 food groups and emphasizes the importance of eating the right food in the proper amounts.

Major Purpose: To develop an understanding of the Basic 4's use in good nutrition

Technical Quality (sound, photography, etc.): excellent

Interest and Reading Levels: junior high

General Comments: An excellent presentation of the Basic 4 that is simply done. It could be used in a beginning foods class.

High Low
Overall Rating: 5 4 3 2 1

Title:
THE FINE ART OF STERLING
Medium:
film
Producer:
Reed and Barton
Distributor:
Modern Talking Pictures
(free loan)

Color—Black & White:
color
Length:
26 minutes
Area:
Homemaking
Subject:
Foods

Annotation: This film shows how the Reed and Barton Company has developed some of its popular sterling silver designs. It depicts famous designers at work all over the world. They use fine art in many forms for a basis of their silver design ideas. Modern production methods are shown; however, a good deal of work is still done by hand and the need for apprentices and craftsmen in the trade is highlighted. Many attractive table settings are shown, too.

Major Purpose: To develop understanding of the development of design in silver, and to develop understanding of the manufacturing processes in making silver

Technical Quality (sound, photography, etc.): Very good except for the sound track which would be difficult for the hard of hearing at times.

Interest and Reading Levels: senior high

General Comments: The film is nicely done and could be used with an advanced foods class or a consumer education class. Excellent background material.

High Low
Overall Rating: 5 4 3 2 1

Title:
FOODS FROM GRAIN
Medium:
film (captioned)
Producer:
Coronet
Distributor:
Coronet

Color—Black & White:
color
Length:
10 minutes
Area:
Home Economics
Subject:
Foods

Annotation: This film depicts grain from the field to the table. A sequence takes the viewer through the bakery industry. A young boy visits his uncle's bakery and learns that bread is only one food made from grain. He takes a shopping trip to a supermarket and learns that many other foods are made from grain.

Major Purpose: To develop an understanding of how bread gets to the table

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high

General Comments: An excellent captioned film. It could be used for enrichment in a beginning foods class.

High Low

Overall Rating: 5 4 3 2 1

Title:
THE FOOD PREPARATION CENTER (Teen Guide to Homemaking Series)

Medium:
filmstrip

Producer:
McGraw Hill Book Co.

Distributor:
McGraw Hill Book Co.

Color—Black & White:
color

Length:
32 frames

Area:
Home Economics

Subject:
Foods

Annotation: This filmstrip illustrates ways in which the home economics department in a modern school may be used to help students learn about food selection, preparation, and storage. It discusses techniques of meal management, the care and use of kitchen appliances, and desirable practices of working together effectively.

Major Purpose: To develop an understanding of the use of the foods laboratory

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high

General Comments: The filmstrip is a good introduction to a foods class. The language is difficult at times, but usable.

High Low

Overall Rating: 5 4 3 2 1

Medium: book

Area: Home Economics

Subject: Foods

Bibliography: Cronan, Marion L. and Atwood, June C. **Foods in Homemaking.** Charles A. Bennett Co., Inc., Peoria, Ill. 1965.

Annotation: This is a basic textbook for foods. The introduction tells how food has influenced history, emotions and literature. It pictures the basic cooking utensils and describes their uses and defines cooking terms. Kitchen safety and cleanliness are stressed. Good nutrition and management of money, time and energy are included with recipes for the family and for entertaining. The last chapter deals with eating out; it includes ordering, manners and tipping.

Major Purpose: To develop an understanding of foods

Technical Quality (print, illustrations, etc.): good

Interest and Reading Levels: senior high

General Comments: The book has good illustrations and is a good foods reference for the teacher.

High Low
Overall Rating: 5 4 3 2 1

Title:
14 ACRES OF KITCHEN
Medium:
film
Producer:
Libbey McNeill
Distributor:
Modern Talking Pictures
(free loan)

Color—Black & White:
color
Length:
12 minutes
Area:
Home Economics
Subject:
Foods

Annotation: This film takes the viewer through an entire canning process. It begins with the making of the cans which are fed automatically to the area where the food is processed. Several stages of the actual processing of the food are shown. The food, packed and sealed in cans, is cooked under pressure at a controlled temperature. Finally the cans are packaged and placed on a truck for distribution.
Major Purpose: To develop an understanding of commercial canning processes
Technical Quality (sound, photography, etc.): excellent
Interest and Reading Levels: senior high
General Comments: The film is short, to the point and very good.

High Low
Overall Rating: 5 4 3 2 1

Title:
FROZEN FOODS
Medium:
film
Producer:
Bailey films
Distributor:
Bailey films
(free loan)

Color—Black & White:
color
Length:
11 minutes
Area:
Home Economics
Subject:
Foods

Annotation: This film shows modern methods of harvesting and processing carrots. Steps are shown in the process of freezing a meat dish that includes; pre-cooking, preparing the sauce, quick freezing and packaging on a commercial level.
Major Purpose: To develop understanding of the commercial freezing processes
Technical Quality (sound, photography, etc.): good
Interest and Reading Levels: senior high
General Comments: A good film to use with a foods class when studying foods or food storage.

High Low
Overall Rating: 5 4 3 2 1

Title:
FUN WITH FROSTINGS
Medium:
filmstrip (partially captioned)
Producer:
General Mills
Distributor:
General Mills
(free loan)

Color—Black & White:
color
Length:
77 frames
Area:
Home Economics
Subject:
Foods

Annotation: This filmstrip shows seven minute boiled icing and cream style frostings. Measuring and mixing procedures are demonstrated as well as creative ideas for using frostings. The good techniques needed for successful frosting making are stressed. Crystalization is explained and methods for its prevention are shown. The last frames present easy, attractive decorating techniques for cakes using the above mentioned frostings.

Major Purpose: To develop an understanding of how to prepare and use frostings

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high

General Comments: This filmstrip is partially captioned in simple terms.

High Low
Overall Rating: 5 4 3 2 1

Title:
FUNDAMENTALS OF DIET
Medium:
film
Producer:
Encyclopedia Britannica
Distributor:
Encyclopedia Britannica

Color—Black & White:
black and white
Length:
11 minutes
Area:
Home Economics
Subject:
Foods

Annotation: The film introduces the elements of nutrition. It shows the sources and types of foods and their use in the body. The film shows a calf, a fawn, and a kitten being nourished on milk, a nearly perfect food. The film depicts healthy children making use of energy obtained from nutritious foods. The film demonstrates various functions of the 14 mineral constituents of common foods. It places emphasis on how a proper diet contributes to the development of healthy, active, and alert people.

Major Purpose: To develop an understanding of nutrition

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high

General Comments: A very good film on nutrition. The narration mentions the Basic 7 instead of the Basic 4 but this could be corrected.

High Low
Overall Rating: 5 4 3 2 1

Title:
GIVE YOUR EGGS A BREAK
Medium:
film
Producer:
National Education Media Corp.
Distributor:
Modern Talking Pictures
(free loan)

Color—Black & White:
color
Length:
10 minutes
Area:
Home Economics
Subject:
Foods

Annotation: The movie takes place in a restaurant where two cooks are employed—one experienced and one inexperienced. They demonstrate the correct and incorrect methods of egg cookery. Eggs are fried, poached, boiled, scrambled and cooked as an omelet. Tips are given on proper care and storage.

Major Purpose: To develop an understanding of the principles in good egg cookery

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior, senior high

General Comments: The film was very entertaining in addition to presenting the subject matter well. It would be especially liked at the junior high level.

High Low
Overall Rating: 5 4 3 2 1

Title:
GROUND BEEF—PASSPORT
TO FARAWAY EATING
Medium:
filmstrip (captioned)
Producer:
Evaporated Milk Assoc.
Distributor:
Evaporated Milk Assoc.
(free loan)

Color—Black & White:
color
Length:
36 frames
Area:
Home Economics
Subject:
Foods

Annotation: The filmstrip presents a variety of uses for ground meat. It stresses the use of meat balls in foreign foods. It includes menus and attractive table suggestions. The filmstrip suggests using evaporated milk as an ingredient in the meat balls.

Major Purpose: To develop an interest in trying foreign foods

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high
General Comments: The vocabulary is somewhat difficult in spots. This filmstrip gives good ideas for using ground beef.

High Low
Overall Rating: 5 4 3 2 1

Title:
GUIDE TO BREAKFAST
Medium:
filmstrip (captioned)
Producer:
Kraft Foods
Distributor:
Kraft Foods
(free loan)

Color—Black & White:
color
Length:
68 frames
Area:
Home Economics
Subject:
Foods

Annotation: Captioned cartoon pictures pleasantly stress how breakfast can be easy and interesting to plan, cook, serve and eat. This filmstrip illustrates three ways to prepare egg and cheese dishes, muffins, quick bread and coffee cake.
Major Purpose: To develop an interest in eating a good breakfast
Technical Quality (sound, photography, etc.): good
Interest and Reading Levels: junior high, senior high
General Comments: The captions may be somewhat difficult at times; however, the filmstrip illustrates many good points and could be used easily in a breakfast unit.

High Low
Overall Rating: 5 4 3 2 1

Title:
GUIDE TO CHEESE
Medium:
filmstrip (captioned)
Producer:
Kraft Foods
Distributor:
Kraft Foods
(free loan)

Color—Black & White:
color
Length:
38 frames
Area:
Home Economics
Subject:
Foods

Annotation: This filmstrip shows the student how to care for, cook and serve cheese. It includes recipes that demonstrate preparation skills and the basic food techniques in cheese cookery. It shows cheese trays, snacks, and sandwiches to demonstrate the versatility of cheese.
Major Purpose: To develop an interest in cheese
Technical Quality (sound, photography, etc.): good
Interest and Reading Levels: senior high
General Comments: An excellent filmstrip to use with the study of cheese. It is well captioned.

High Low
Overall Rating: 5 4 3 2 1

Title:
GUIDE TO CHEESE MAKING
Medium:
filmstrip (captioned)
Producer:
Kraft Foods
Distributor:
Kraft Foods
(free loan)

Color—Black & White:
color
Length:
44 frames
Area:
Home Economics
Subject:
Foods

Annotation: This filmstrip touches on the history of cheese and explains the difference between natural and processed cheese. It shows the basic steps in making cheese and how changes yield the varieties we know.
Major Purpose: To develop an interest in cheese
Technical Quality (sound, photography, etc.): good
Interest and Reading Levels: junior high, senior high
General Comments: An excellent filmstrip with good captions for classroom use.
High Low
Overall Rating: 5 4 3 2 1

Title:
GUIDE TO MEATS
Medium:
filmstrip (captioned)
Producer:
Kraft Foods
Distributor:
Kraft Foods
(free loan)

Color—Black & White:
color
Length:
44 frames
Area:
Home Economics
Subject:
Foods

Annotation: This filmstrip pictures how to prepare, season and serve everyday meats with a flair. It gives a variety of ideas for using hamburger, along with popular meat dishes such as ham, swiss steak, stew, chili dogs and canned meats. The emphasis is on good seasoning.
Major Purpose: To develop an interest in cooking a variety of meats
Technical Quality (sound, photography, etc.): good
Interest and Reading Levels: junior high, senior high
High Low
Overall Rating: 5 4 3 2 1

Title:
GUIDE TO VEGETABLES

Color—Black & White:
color

Medium:
filmstrip
Producer:
Kraft Foods
Distributor:
Kraft Foods
(free loan)

Length:
46 frames
Area:
Home Economics
Subject:
Foods

Annotation: This filmstrip shows how to select, care for, cook and serve vegetables correctly. It provides simple recipes and demonstrates the use of fresh, frozen, and canned vegetables.
Major Purpose: To develop an understanding and interest in cooking vegetables
Technical Quality (sound, photography, etc.): good
Interest and Reading Levels: junior high, senior high
General Comments: An excellent and complete presentation of vegetables to use in a foods class. The script is good.
High Low
Overall Rating: 5 4 3 2 1

Title:
HOME ECONOMICS SETS

Medium:
transparencies

Producer:
3M
Distributor:
3M
Annotation:
1. Planning, Selecting, and Serving Food
2. Period Furniture Styles
3. Home Styles
4. Basic Sewing—Part I
5. Basic Sewing—Part II
6. Trimmings
7. Basic Tailoring—Part I
8. Basic Tailoring—Part II
9. Interrelationships of Clothing with Behavior, Roles and Values
10. Attributes of Character
11. Growth and Development Patterns
12. Safety for Children

Color—Black & White:
black and white with some color background
Length:
600 transparencies (24 sets)
Area:
Home Economics
Subject:
All areas

13. Windows and Window Treatment
14. Meat Selection and Preparation
15. Ways With Foods
16. Interpreting a Recipe
17. Eggs
18. Weaves
19. Fundamentals of Grooming
20. Importance and Selection of Foods
21. Zipper Application
22. Values and Goals
23. Line and Shape, I
24. Line and Shape, II

Major Purpose:

Technical Quality (sound, photography, etc.): Art work is poor on some of the transparencies

General Comments: The committee viewed only 2 transparencies from each set which did not give enough information to evaluate the series. Originals of each set are available. Interested readers might be well advised to investigate further the usefulness of this material.

High Low
Overall Rating: 5 4 3 2 1

Title:
HOW'S YOUR "SENSE OF TASTE"?
Medium:
filmstrip (captioned)
Producer:
H. J. Heinz Co.
Distributor:
H. J. Heinz Co.
(free loan)

Color—Black & White:
color

Length:
80 frames
Area:
Home Economics
Subject:
Foods

Annotation: The film illustrates the various uses of the word "taste" in relation to clothing, furniture, color and foods. It shows how taste, smell, touch and sight all help us to decide how food "tastes". It demonstrates how people have different levels of sensitivity to the basic flavors and how their opinions about foods are based on these sensitivities plus their reactions to odors, temperatures, color and texture of the food. It stresses a positive attitude toward trying new foods.

Major Purpose: To develop an understanding of why foods taste differently

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high

General Comments: An excellent, well captioned film. Vocabulary is excellent for classroom use.

High Low
Overall Rating: 5 4 3 2 1

Medium: book
Area: Home Economics
Subject: Foods
Bibliography: Carson, Byrta and Rames, Carson. **How You Plan and Prepare Meals.** McGraw Hill Book Co., New York, N. Y. 1962.
Annotation: This is a complete textbook serving the young adult in the area of foods. Basically the book is divided into four parts. Part 1—Your Meals—How to Serve Them. This covers the three basic meals, and special occasions. Part 2—How to Buy and Prepare Them. This is broken down into general buying of food, and then into specific areas—fruits, vegetables, salads, sandwiches, milk and milk cookery, eggs, poultry, meats, cereals. Part 3—deals with recipes, equipment, care of equipment and working together in the school kitchen. Part 4—How to Do it—shows measuring, techniques of handling foods and selected recipes.
Major Purpose: To teach the basic fundamentals of food and food preparation
Technical Quality (print, illustrations, etc.): good
Interest and Reading Level: junior high
General Comments: This could be used as a student text. It is a very complete presentation.

High Low
Overall Rating: 5 4 3 2 1

Title:
IDENTIFICATION OF KINDS OF MEAT
Medium:
filmstrip (captioned)
Producer:
Colonial Films
Distributor:
Colonial Films

Color—Black & White:
color
Length:
18 frames
Area:
Home Economics
Subject:
Foods

Annotation: This filmstrip shows the factors to look for in meat selection. It stresses size, color and the amount of fat as the main differences in veal, lamb, pork and beef. It has good illustrations of the variety meats which are liver, kidney, heart, and tongue.
Major Purpose: To develop the ability to identify different kinds of meat

Technical Quality (sound, photography, etc.): good
Interest and Reading Levels: senior high
General Comments: The filmstrip is well captioned and suitable for classroom use.

High Low
Overall Rating: 5 4 3 2 1

Title:
JAM—BOREE
Medium:
filmstrip (captioned)
Producer:
General Foods Corp.
Distributor:
General Foods Corp.

Color—Black & White:
color
Length:
31 frames
Area:
Home Economics
Subject:
Foods

Annotation: This filmstrip shows how to make jam from frozen strawberries using Sure-Jell and Certo. It shows how popular jam is in the home.
Major Purpose: To develop an understanding of how to make jam
Technical Quality (sound, photography, etc.): The color is not exceptional. Organization is poor in places.
Interest and Reading Levels: senior high
General Comments: The subject matter could be presented more effectively by a demonstration. However, the filmstrip has some value in a home economics class.

High Low
Overall Rating: 5 4 3 2 1

Title:
KITCHEN SAFETY
Medium:
film
Producer:
Modern Learning Aids
Distributor:
Modern Learning Aids
(free loan)

Color—Black & White:
color
Length:
10 minutes
Area:
Home Economics
Subject:
Foods

Annotation: The film shows a commercial kitchen with highlights on the reasons for falls in the kitchen. Good safety habits on floor care are stressed. The film shows spilled foods wiped up promptly, traffic lanes kept free, and freshly mopped floors marked as wet. It shows safety measures that should be taken to prevent falls in the kitchen.
Major Purpose: To develop an understanding of the importance of good safety rules
Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high

General Comments: This film is excellent for commercial foods class.

High Low
Overall Rating: 5 4 3 2 1

Title:
KNOW YOUR LAMB
Medium:
filmstrip
Producer:
American Lamb Council
Distributor:
American Lamb Council
(free loan)

Color—Black & White:
color
Length:
77 frames
Area:
Home Economics
Subject:
Foods

Annotation: This filmstrip illustrates the 5 basic cuts of lamb and gives preparation ideas. The 5 basic cuts are the leg, the loin, the rack, the shoulder and foreshank, and the breast. Each cut is well illustrated and includes cooking techniques and the standard retail cuts obtained from each primal cut.

Major Purpose: To develop the ability to identify different lamb cuts

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high

General Comments: This is an excellent illustration of lamb cuts and their preparation.

High Low
Overall Rating: 5 4 3 2 1

Title:
AMERICA THE BOUNTIFUL
Medium:
film
Producer:
Jam Handy Organization
Distributor:
Jam Handy Organization

Color—Black & White:
color
Length:
15 minutes
Area:
Home Economics
Subject:
Foods

Annotation: This film is a cartoon introduction to meal planning with the history of the development of America's most popular foods. It shows the home maker in today's modern kitchen with a good sequence on table setting. It illustrates a number of dishes that have been prepared with a soup base.

Major Purpose: To develop an interest in cooking

Technical Quality (sound, photography, etc.): excellent

Interest and Reading Levels: junior high, senior high

General Comments: The film provides an excellent introduction for food units.

High Low
Overall Rating: 5 4 3 2 1

Title:
BATTER BREADS
Medium:
filmstrip (partially captioned)
Producer:
General Mills
Distributor:
General Mills
(free loan)

Color—Black & White:
color
Length:
71 frames
Area:
Home Economics
Subject:
Foods

Annotation: This filmstrip gives the definition of a batter bread and a step-by-step presentation of the batter bread process. It also gives the function of each ingredient as it is added. The final frames deal with standards of a good product and ideas for using batter breads in our diet.
Major Purpose: To develop an interest in cooking with yeast.
Technical Quality (sound, photography, etc.): good
Interest and Reading Levels: senior high
General Comments: Some frames are captioned.

High Low
Overall Rating: 5 4 3 2 1

Title:
BEAUTIFUL CAKES
Medium:
filmstrip
Producer:
General Mills
Distributor:
General Mills
(free loan)

Color—Black & White:
color
Length:
79 frames
Area:
Home Economics
Subject:
Foods

Annotation: This filmstrip shows how to make butter cakes by the double-quick method. Each ingredient is shown with proper measuring techniques for each. We see how to test the cake and how to remove it from the pan. The correct size and type of pan is stressed. A cake mix is shown with the dry ingredients already measured and blended. The film shows a variety of attractive ways to decorate cakes.
Major Purpose: To develop an interest in cake baking
Technical Quality (sound, photography, etc.): good
Interest and Reading Levels: senior high

General Comments: This filmstrip has some captions. It could be used for an introduction or for review at the end of a unit on baking.

High Low
Overall Rating: 5 4 3 2 1

Title:
BETTER BISCUITS
Medium:
filmstrip (partially captioned)
Producer:
General Mills
Distributor:
General Mills
(free loan)

Color—Black & White:
color
Length:
57 frames
Area:
Home Economics
Subject:
Foods

Annotation: This is a presentation of how to make biscuits by different methods. It shows ingredients and measuring techniques as well as a variety of ways to use biscuits in meal planning. The methods presented are the dropped and rolled biscuit. These are started from the beginning and a step-by-step process is presented. The final frames present the uses of Bisquick both in dropped and rolled biscuits. It also presents several tasty uses for Bisquick in meat rolls and as toppings for cobblers.

Major Purpose: To develop an understanding of how to make and use biscuits

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high

General Comments: The filmstrip is good and should be used with beginning foods classes. Revision of this filmstrip is now being done by General Mills.

High Low
Overall Rating: 5 4 3 2 1

Title:
BREADS YOU BAKE WITH YEAST
Medium:
filmstrip (partially captioned)
Producer:
General Mills
Distributor:
General Mills
(free loan)

Color—Black & White:
color
Length:
81 frames
Area:
Home Economics
Subject:
Foods

Annotation: This filmstrip describes the yeast method of leavening in baking breads. The process of making a yeast dough is well illustrated and also the function of each ingredient is explained. The standards for a quality product are discussed such as texture, crumb and flavor, etc. The balance of the film presents other uses for yeast dough. The shaping of pan rolls, crescent rolls, snails, etc. are well illustrated.

Major Purpose: To develop an understanding of how to use yeast in baking

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: senior high

High Low

Overall Rating: 5 4 3 2 1

WOODS

161

Title:
THE ABC OF HAND TOOLS
Medium:
film
Producer:
General Motors
Distributor:
Disney
(free loan)

Color—Black & White:
color
Length:
30 minutes
Area:
Woods
Subject:
Care of Hand Tools

Annotation: This is a Walt Disney film. It shows how the hammer was originated. It shows both the proper and improper ways of using such tools as screwdrivers, hammers, pliers, wrenches and chisels.

It also shows "Primitive Pete" as the unsuspecting victim who shows the wrong way to do things and all the troubles which result from it.

Major Purpose: To learn how to take care of handtools and how to use tools

Technical Quality (sound, photography, etc.): very good

Interest and Reading Levels: junior high, senior high, adult

General Comments: This film is very good. It is a "must" for all woodworking and prevocational classes.

High Low
Overall Rating: 5 4 3 2 1

Medium: book
Area: Woods
Subject: Making high quality furniture with power tools.
Bibliography: Feirer, John L. **Advanced Woodwork and Furniture Making.** Charles A. Bennett, Inc., Peoria, Ill. 1963.

Annotation: This book is organized into six main sections. The first section describes how to select, design and plan furniture that is to be built. The second section tells how to get started in furniture construction by using measuring and marking tools, portable electric tools, transferring design and getting out stock. The third section shows how to make various types of joints and how to assemble furniture. The fourth section explains how to prepare wood for finishing and gives instructions on how to use wood for finishing and gives instructions on how to use wood finishes. The other sections tell how to operate woodworking machines, gives safety suggestions for each machine, shows several projects such as coffee table, drop leaf table, corner cupboard, corner table, etc., and shows how to identify furniture styles and periods.

Major Purpose: To learn how to make high quality furniture with the use of power tools

Technical Quality (print, illustrations, etc.): good

Interest and Reading Level: senior high, adult

General Comments: This book should be included in a woodworking class references list where the instructors and students could have access to it. Much enrichment value can be gained through this reference material.

High Low
Overall Rating: 5 4 3 2 1

Title:
BORING TOOLS FOR WOODWORKING
Medium:
filmstrips
Producer:
Stanley Tools Co.
Distributor:
Stanley Tools Co.

Color—Black & White:
black & white
Length:
9 filmstrips
(11-23 frames)
Area:
Woods
Subject:
Woodworking tools

Annotation: This set of Stanley filmstrips covers several holding and boring tools and accessories which are commonly used in woodworking. It shows name, types and uses of these tools. It also shows how to sharpen boring tools. The set includes a manual of suggested questions for testing.

Major Purpose: To acquaint the student with the names and uses of woodworking tools

Technical Quality (sound, photography, etc.): very good

Interest and Reading Levels: intermediate, junior high, senior high

General Comments: This set is one of six by Stanley Tools Company. All sets have very good filmstrips on woodworking tools.

High Low
Overall Rating: 5 4 3 2 1

Title:
CHISELS FOR WOODWORKING
Medium:
filmstrips
Producer:
Stanley Tools Co.
Educational Department
Distributor:
Stanley Tools
Educational Department

Color—Black & White:
black and white
Length:
9 filmstrips
(10-24 frames)
Area:
Woods
Subject:
Chisels for woodworking

Annotation: This set of filmstrips shows names, types and parts of chisels and gouges used in woodworking. It shows how to cut notches, rabbets, gains, dado and other wood cuts using chisels and gouges. It also shows how to grind and whet these cutting tools. The set includes a manual of suggested questions for testing.

Major Purpose: To learn the names, types and parts of chisels and gouges used in woodworking and to learn how to make a few common cuts in woodworking and how to sharpen the chisels and gouges

Technical Quality (sound, photography, etc.): very good

Interest and Reading Levels: intermediate, junior high, senior high

General Comments: This set is one of six, all of which have very good filmstrips on woodworking tools by Stanley Tools Company.

High Low
Overall Rating: 5 4 3 2 1

Title:
DELTA SHOP
Medium:
film
Producer:
Rockwell Manufacturing Co.
Distributor:
Association Films
(free loan)

Color—Black & White:
black and white
Length:
15 minutes
Area:
Woods
Subject:
Woodworking machine

Annotation: This film shows in detail the operations which can be performed, use of accessories, practical shortcuts and shop hints—including maintenance and adjustments for this power tool.

Major Purpose: To learn how to set up a Delta shop

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: fifth grade up.

High Low
Overall Rating: 5 4 3 2 1

Title:
A FILM ON UNICOM
Medium:
film
Producer:
National Lumber Manufacturers
Distributor:
National Forest Products Assoc.
(free loan)

Color—Black & White:
color
Length:
32 minutes
Area:
Woods
Subject:
Building pre-fabricated and pre-cut houses

Annotation: In part I this film shows how pre-fabricated houses are planned on drawing boards. It also shows how sides of roof trusses are made on an assembly line and how a prefabricated house was assembled on a foundation, using only hammers and levels.

In Part II it shows how pre-cut houses are made by having lumber pre-cut to size and shaped at the factory and taken to the job site. There the pre-cut lumber is put together by carpenters using hammers and levels.

Major Purpose: To learn how pre-fabricated and pre-cut houses are made and set up.

Technical Quality (sound, photography, etc.):

Interest and Reading Levels: junior high, senior high, adult

General Comments: This film can be shortened by cutting out repeated showing of same pictures. It is a "must" for carpentry classes.

High Low
Overall Rating: 5 4 3 2 1

Title:
FURNITURE CRAFTSMEN
Medium:
film
Producer:
Encyclopedia Britannica
Distributor:
Encyclopedia Britannica

Color—Black & White:
black and white
Length:
10 minutes
Area:
Woods
Subject:
Making Fine Furniture

Annotation: This film shows how fine furniture is made by using layouts and handtools which are used to make joints and beautiful carvings. The film demonstrates the work of such master artisans as designers, jointers, carvers, upholsters and finishers in fashioning custom-built furnitures. Shown in detail are such processes as pattern-making, laying out, bad sawing, power planning, joining, lathe turning, grooving, gluing, carving and finishing.

Major Purpose: To learn how fine furniture is made

Techncial Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high, senior high, adult

General Comments: This film should encourage students to take more pride in their work and to be more careful with their products.

High Low
Overall Rating: 5 4 3 2 1

Title:
METAL, GLASS AND PAPER
Medium:
film
Producer:
Ball Mfg. Co.
Muncie, Indiana

Color—Black & White:
color
Length:
20 minutes
Area:
Woods

Distributor:
Ball Mfg. Co.
Muncie, Indiana

Subject:
Manufacturing of metal, glass and paper

Annotation: This film shows the operation of Ball Manufacturing at Muncie, Indiana. It begins with a glass section where the "mash" is weighed and mixed in a 13-story mixer; the mash is melted and the molten glass is fed automatically into molds where it is blown into shapes of hundreds of containers made by Ball Company. In the paper section it shows how corrugated cardboard is folded into boxes and stamped with attractive advertising materials. The metals division shows how large ingots of zinc are fed into rollers emerging as thin sheets of zinc which are stamped into forms which are usually battery cans.

Major Purpose: To learn how glass containers, corrugated cardboard boxes and battery cans are made

Technical Quality (sound, photography, etc.): very good

Interest and Reading Levels: intermediate, junior high, senior high, adult.

high Low
Overall Rating: 5 4 3 2 1

Title:
HAMMERS, SCREWDRIVERS, NAILS AND SCREWS

Color—Black & White:
black and white

Medium:
filmstrips

Length:
9 filmstrips
(8-28 frames)

Producer:
Stanley Tools Co.
Educational Department

Area:
Woods

Distributor:
Stanley Tools Co.
Educational Department

Subject:
Tools

Annotation: This set of Stanley filmstrips covers two of the most important woodworking tools—hammers and screwdrivers. It shows names, types and uses of nail hammers and screwdrivers. It also includes important information on fasteners such as nails and screws, their sizes and the types most commonly used. It includes a manual of suggested questions for testing with this set.

Major Purpose: To learn names, parts and uses of different types of nail hammers and to learn names and sizes of nails and screws

Technical Quality (sound, photography, etc.): very good

Interest and Reading Levels: intermediate, junior high, senior high

General Comments: This set is one of six by Stanley Tools Company all of which have very good filmstrips on woodworking tools.

High Low
Overall Rating: 5 4 3 2 1

Title:
HAND SAWS FOR WOODWORKING
Medium:
filmstrips
Producer:
Stanley Tools Co.
Distributor:
Stanley Tools Co.

Color—Black & White:
black and white
Length:
9 filmstrips
(10-27 frames)
Area:
Woods
Subject:
Woodworking tools

Annotation: This set shows names, types and uses of hand saws. It also shows how to use a mitre box, a picture frame mitre machine and how to sharpen handsaws. A manual of suggested questions for testing is included with the set.

Major Purpose: To learn names, types and uses of handsaws, how to use the mitre box and picture frame machine, and how to sharpen handsaws

Technical Quality (sound, photography, etc.): very good

Interest and Reading Levels: intermediate, junior high, senior high

General Comments: This set is one of six by Stanley Tool Company; all of which have very good filmstrips on woodworking tools.

High Low
Overall Rating: 5 4 3 2 1

Title:
THE HARDWOOD STORY
Medium:
film
Producer:
Hardwood Association
Distributor:
Modern Talking Pictures
(free loan)

Color—Black & White:
color
Length:
20 minutes
Area:
Woods
Subject:
Plywood

Annotation: This film shows different kinds of hardwood lumber and how each type is cut to make two different kinds of grain for veneer. The film describes how beautiful hardwood figures are selected and matched in lovely patterns. It also shows how hardwood plywood is made and its purposes for use in wall panels, cabinets and fine furniture.

Major Purpose: To understand the processing of and uses for hardwood plywood

Technical Quality (sound, photography, etc.): good
Interest and Reading Levels: intermediate, junior high, senior high
General Comments: This film should help children understand how plywood is made.

High Low
Overall Rating: 5 4 3 2 1

Title:
HOUSES HAVE FOUR SIDES
Medium:
film
Producer:
Aluminum Co. of America
Distributor:
Association Films Inc.
(free loan)

Color—Black & White:
color
Length:
25 minutes
Area:
Woods
Subject:
Aluminum Siding
Installation

Annotation: This film is a graphic and colorful presentation on correct aluminum siding installation. Job estimating, use of accessories and installation techniques are shown in detail. Various types of aluminum sidings are portrayed.
Major Purpose: To learn how to put aluminum sidings on a house
Technical Quality (sound, photography, etc.): very good
Interest and Reading Levels: junior high, senior high
General Comments: Very good, detailed instructions for students.

High Low
Overall Rating: 5 4 3 2 1

Title:
HOW WE GET OUR HOMES
Medium:
filmstrip

Producer:
Society for Visual Education, Inc.
Distributor:
Society for Visual Education, Inc.

Color—Black & White:
color
Length:
4 filmstrips
(29-33 frames)
Area:
Woods
Subject:
Steps in building
a house

Annotation: This series shows a married couple choosing a drawing for their house and continues through each step until their house is completed. The series relates how the couple went to the realtor, contractor and banker. As the series continues, it shows how different kinds of jobs were performed by different tradesmen.
Major Purpose: To learn how to select a house plan or lot; how to make a loan and how to build a house
Technical Quality (sound, photography, etc.): very good

Interest and Reading Levels: junior high, senior high

High Low

Overall Rating: 5 4 3 2 1

Medium: book

Area: Woods

Subject: Hand tools and simple projects

Bibliography: Feirer, John L. **Industrial Arts Bench Woodwork.** Charles A. Bennett Co., Inc., Peoria, Ill. 1965.

Annotation: This book presents several major objectives such as teaching the use of basic hand tools and developing skills in woodworking; knowledge of the woodworking industry; sources of lumber and lumber mills; making sample projects; practice of safety and conservation of natural resources. There are over 65 simple projects. This book could be used as a first course in woodworking for any age group. The vocabulary has been confined to the early teenage level.

Major Purpose: To teach several important objectives in woodworking

Technical Quality (print, illustrations, etc.): very good

Interest and Reading Level: intermediate, junior high, senior high

High Low

Overall Rating: 5 4 3 2 1

Medium: book

Area: Woods

Subject: Comprehensive compilation of related information in the woodworking field

Bibliography: Feirer, John L. **Industrial Arts Woodworking.** Charles A. Bennett, Inc., Peoria, Ill. 1960.

Annotation: This volume meets the needs of students in the junior and senior high schools. Ten sections give instructions on how to do the fundamental processes in hand woodworking. One section describes the use of fundamental machine tools in woodworking. Another section introduces the readers to simple upholstery processes. Still another section deals with the related information about wood and products. The last section shows several projects, such as book ends, a child's picnic table, a pipe rack and several other interesting and simple plans.

Major Purpose: To give instructions on fundamentals in hand woodworking, machine tools and simple upholstery, and to give information about wood and wood products

Technical Quality (print, illustrations, etc.): good

Interest and Reading Level: senior high, adult

General Comments: This book should be in the vocational education library to be used by students or instructors as a reference.

High Low
Overall Rating: 5 4 3 2 1

Title:
JOINTER
Medium:
film
Producer:
Rockwell MFG
Distributor:
Association Films
(free loan)
Color--Black & White:
color
Length:
30 minutes
Area:
Woods
Subject:
Woodworking
machine

Annotation: This film shows in short detail the different kinds of operation a Delta Jointer can perform. Some of these operations are making straight and smooth edges for gluing, and common cuts like bevel and dado.

Major Purpose: To become aware of the versatility of the Delta Jointer.

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high, senior high, adult

General Comments: This film would be very appropriate for deaf children if parts of it could be captioned and made into a film loop for use in a cartridge projector.

High Low
Overall Rating: 5 4 3 2 1

Title:
THE LUMBER YARD
Medium:
film
Producer:
Lawbetts Productions
Distributor:
Bailey Films
(free loan)
Color—Black & White:
color
Length:
12 minutes
Area:
Woods
Subject:
Buying materials at a
lumber yard

Annotation: Two children ask their Dad to help build a dog house. They decide on the materials needed. Dad takes them to the lumber yard to see a variety of things which are sold at the yard. They buy some materials and take them home to build the dog house.

Major Purpose: To learn to buy materials at a lumber yard

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: fifth grade, prevocational

General Comments: This film also will be interesting and helpful for prevocational classes.

High Low
Overall Rating: 5 4 3 2 1

Title:
MAKE A HOUSE MODEL
Medium:
film
Producer:
Bailey Films
Distributor:
Bailey Films
(free loan)

Color—Black & White:
color
Length:
11 minutes
Area:
Woods
Subject:
Mechanical Drawing

Annotation: It shows how to build a scale house model with simple materials. Light weight cardboard is the basic material. It is cut with a sharp knife or razor blade and assembled with glue. The film also illustrates uses of the scale ruler, compasses and dividers, scraps for landscaping and decorative effects, water color paint, and stresses careful workmanship and imagination.

Major Purpose: To learn how to make a house model by using paper and mechanical drawing and drafting tools

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high, senior high

General Comments: This is a good film for a mechanical drawing class.

High Low
Overall Rating: 5 4 3 2 1

Title:
MACHINES IN OUR INDUSTRIAL LIFE
Medium:
filmstrips

Producer:
McGraw Hill Book Co.
Distributor:
McGraw Hill Book Co.

Color—Black & White:
black and white

Length:
6 filmstrips
(53 frames each)
Area:
Woods
Subject:
Evolution, care and use of power-driven machinery

Annotation:

EVOLUTION OF MACHINES—brief, generalized history of tools and the development of machine tools. Suitable for prevocational or industrial arts.

CARE AND USE OF DRILL PRESS—shows how to clean, lubricate and use this machine in a woodworking version.

CARE AND USE OF THE SHAPER—woodworking

CARE AND USE OF THE CIRCULAR SAW—woodworking

CARE AND USE OF THE BAND SAW—woodworking
CARE AND USE OF THE JIG SAW—woodworking

All of the above show what the title suggests, namely how to take proper care of the machine and how to use it in the shop.

Major Purpose: To learn how to care for shop woodworking machines and to get general ideas about how to use them in the shops

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: sixth grade

High Low
Overall Rating: 5 4 3 2 1

Medium: book

Area: Woods

Subject: Woodturning equipment and other woodworking machines.

Bibliography: Smith, Robert E. **Machine Woodworking.** McKnight and McKnight. Bloomington, Ill. 1951.

Annotation: When using this book, students will not have to depend so much on the instructor for demonstrations and explanations of details in operating woodworking machines. A section of 26 pages was devoted to woodturning equipment and processes. Other sections illustrate grinder and grinding processes, the operations of variety saws: a bandsaw; a jigsaw; a jointer; a planer; a mortiser; a shaper; a router and a power sander.

Major Purpose: To learn how to operate woodworking machines and prevent accidents in the shop

Technical Quality (print, illustrations, etc.): good

Interest and Reading Level: senior high, adult

General Comments: This book can be used either as a textbook or reference for students or adults.

High Low
Overall Rating: 5 4 3 2 1

Title:
MEASURING, TESTING AND MAKING TOOLS FOR WOODWORKING

Medium:
filmstrips

Producer:
Stanley Tools Co.

Distributor:
Stanley Tools Co.

Color—Black & White:
black and white

Length:
8 filmstrips
(9-25 frames)

Area:
Woods

Subject:
Woodworking Tools

Annotation: This set of filmstrips shows the different kinds of rules, squares and marking tools used in woodworking and how they are used. Included with this set is a manual of suggested questions for testing. Some of the tools that are shown are bench and folding rules, push-pull and caliper rules, try square, combination and steel squares. Also shown are the bevel, angle, divider, and different type of marking gauges.

Major Purpose: To learn the names and uses of measuring, testing and marking tools

Technical Quality (sound, photography, etc.): very good

Interest and Reading Levels: intermediate, junior high, senior high, adult

General Comments: This set is one of six by Stanley Tools Company. All of these sets have very good filmstrips on woodworking tools. Through the use of this medium, the teacher has at his command a teaching tool that is graphic and penetrating.

High Low
Overall Rating: 5 4 3 2 1

Title:
MIRACLE IN WOOD
Medium:
film
Producer:
American Plywood Association
Distributor:
American Plywood Association
(free loan)

Color—Black & White:
color
Length:
20 minutes
Area:
Woods
Subject:
Plywood

Annotation: This film traces the evolution of wood products from the early Egyptians to one of today's versatile materials. It presents, in particular a detailed explanation of plywood production.

Major Purpose: To learn how fir plywood is made and how it is used

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high, senior high, adult

General Comments: This film is excellent but some of the scenes near the end seem unnecessary.

High Low
Overall Rating: 5 4 3 2 1

Title:
PERPETUAL HARVEST
Medium:
film
Producer:
MacMillan Bloedel Limited

Color—Black & White:
color
Length:
30 minutes
Area:
Woods

Distributor:
Telesound Film Recording LTD
(free loan)

Subject:
Forest and its products

Annotation: An interesting presentation showing how trees are cut, taken to the mills to be processed into lumber, plywood, newsprint and cardboard. It also shows how young trees are planted for future harvest.

Major Purpose: To learn how we get our lumber, plywood, newsprint, and cardboard

Technical Quality (sound, photography, etc.): very good

Interest and Reading Levels: intermediate, junior high, senior high, adult

General Comments: This is an interesting film. It should be seen by children in a variety of subject areas as well as in wood working class.

High Low
Overall Rating: 5 4 3 2 1

Title:
THE PIROQUE MAKER

Medium:
film

Producer:
Humble Oil Co.

Distributor:
Modern Talking Pictures
(free loan)

Color—Black & White:
color

Length:
15 minutes

Area:
Woods

Subject:
Uses of hand tools

Annotation: This film demonstrates how a small boat can be made out of a log by using hand tools only.

Major Purpose: To learn how small boats are made out of logs by using hand tools

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high, senior high, adult

General Comments: This is a very interesting film.

High Low
Overall Rating: 5 4 3 2 1

Title:
PLANES

Medium:
filmstrip

Producer:
Stanley Tools Co.
Educational Department

Distributor:
Stanley Tools
Educational Department

Color—Black & White:
black and white

Length:
9 filmstrips
(8-24 frames)

Area:
Woods

Subject:
Woodworking tools

Annotation: These filmstrips show the names of bench planes and their parts and for what purposes they are being used. They also show how to sharpen plane irons. This set includes a manual of suggested questions for testing.

Major Purpose: To learn the names and sizes of different bench planes and their uses

Technical Quality (sound, photography, etc.): very good

Interest and Reading Levels: intermediate, junior high, senior high

General Comments: This set is one of six by Stanley Tools Company, all of which have very good filmstrips on woodworking tools.

High Low
Overall Rating: 5 4 3 2 1

Title:
POWER TOOLS
Medium:
transparencies
Producer:
D C A Educational Products, Inc.
Distributor:
D C A Educational Products, Inc.

Color—Black & White:
color
Length:
20 transparencies
Area:
Woods
Subject:
Portable electric tools and woodworking and metalworking machines

Annotation: This set has two groups of transparencies—one on portable electric tools, the other on woodworking and metalworking machines. Each of these transparencies shows every important part which is identified; safety rules and exploded views make for easier understanding.

In the portable electric tools group are: portable drill; bayonet saw; belt sander; portable saw; routers; finishing sanders and portable electric plane.

The woodworking and metalworking machines are: circular saw; jointer radial saw; wood lathe; planes; woodshaper; band saw; finishing machines; drill press; grinder; milling machine and metal lathe.

Major Purpose: To learn names of portable electric tools and woodworking and metalworking machines and their parts. Also to learn the safety rules while using these tools and machines

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high, senior high

General Comments: This is the only set of commercial transparencies known by the committee on portable electric tools and woodworking tools.

High Low
Overall Rating: 5 4 3 2 1

Title:
RIPPING AND CROSS-CUTTING
Medium:
film
Producer:
U.S. Office of Education Film Service
Distributor:
DuArt Film Laboratories

Color—Black & White:
black and white
Length:
19 minutes
Area:
Woods
Subject:
Operation of variety saw

Annotation: It shows how each part of the variety saw functions; how to check saw blades; set the fence; change saw blades; use cut off gauge; and use a hinged block in crosscutting. It also shows some of the safety rules, such as wearing tight fitting clothes and safety glasses and keeping the area around the machine free from scraps.

Major Purpose: To learn how to operate a variety saw and to learn the safety rules when using this saw

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high, senior high, adult

General Commets: This is an excellent film.

High Low
Overall Rating: 5 4 3 2 1

Title:
SHAPER
Medium:
film
Producer:
Rockwell Manufacturing
Distributor:
Association Films
(free loan)

Color—Black & White:
color
Length:
30 minutes
Area:
Woods
Subject:
Woodworking machines

Annotation: This film shows in detail the operations which can be performed on the shaper, including the use of accessories, practical shortcuts and procedures and adjustments for this power tool.

Major Purpose: To learn about the uses and maintenance of the shaper

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high, senior high, adult

General Comments: This film has a great deal of narration; however, parts of the film could be captioned and made into film loops for use in a cartridge projector.

High Low
Overall Rating: 5 4 3 2 1

Title:
STANLEY POWER DRILL

Color—Black & White:
color

Medium:
transparencies
Producer:
Stanley Tools Co.
Distributor:
Stanley Tools Co.

Length:
4 overlays
Area:
Woods
Subject:
Portable electric drill

Annotation: By using the "building block" technique overlay, this transparency systematically explains the features of the power drill. It also shows and identifies the important parts.

Major Purpose: To learn the names of parts of the electric drill and to learn how to operate the electric drill

Technical Quality (sound, photography, etc.): very good

Interest and Reading Levels: junior high, senior high, adult

High Low
Overall Rating: 5 4 3 2 1

Title:
THE STORY OF THE BUILDING OF A HOUSE
Medium:
filmstrips
Producer:
Eye-Gate House, Inc.
Distributor:
Eye-Gate House, Inc.

Color—Black & White:
color
Length:
9 filmstrips
Area:
Woods
Subject:
Steps to building a house.

Annotation: In this series of filmstrips, the building of a modern American house is shown. Every step in building the house is shown, from the buying of a piece of property to the completion of the house. It also shows the work of a host of skilled men.

Major Purpose: To learn how to select a houseplan and lot, and to get a loan and to build a house

Technical Quality (sound, photography, etc.): very good

Interest and Reading Levels: intermediate, junior high, senior high

General Comments: These filmstrips will be helpful to the woodworking class. A teachers manual accompanies the set.

High Low
Overall Rating: 5 4 3 2 1

Title:
THE STORY OF COATED ABRASIVES
Medium:
filmstrips
Producer:
Coated Abrasives Manufacturing Institute

Color—Black & White:
color
Length:
53 frames
Area:
Woods

Distributor:
Society for Visual Education, Inc.

Subject:
Coated abrasives

Annotation: It shows how coated abrasives were developed in the 13th century by the Chinese who bound crushed sea shells to parchment with natural gum. It shows how improvements were made in the 18th and early 19th centuries. During the last 20 years progress has been rapid. It also shows how different kinds of abrasives are made and how they are used. The film shows where different kinds of natural abrasives such as flint, emery, and garnet are mined and how synthetic abrasives such as aluminum oxide and silicon carbide, are made.

Major Purpose: To learn how coated abrasives are made and used and also to learn how abrasives are mined

Technical Quality (sound, photography, etc.): very good

Interest and Reading Levels: intermediate, junior high, senior high, adult

General Comments: It should be included in courses of study for woodworking, metal working and painting classes.

High Low
Overall Rating: 5 4 3 2 1

Medium: book

Area: Woods

Subject: A comprehensive compilation of related information in woodworking

Bibliography: Groneman, Chris H., and Glazener, Everett R., **Technical Woodworking.** McGraw Hill, Inc., New York. 1966.

Annotation: This book covers practically everything in woodworking; technology of wood; hand tool processes; use of machines; preparation of wood and application of finishes; pattern making; and care of tools. It also has several project ideas.

Major Purpose: For use in high school and vocational classes

Technical Quality (print, illustrations, etc.): good

Interest and Reading Level: junior high, senior high

General Comments: It can be used as a reference book for a woodworking class instructor.

High Low
Overall Rating: 5 4 3 2 1

Title:
TECHNOLOGY WITH ART
Medium:
film
Producer:
Browning Arms Co.
Distributor:
Browning Arms Co.
(free loan)

Color—Black & White:
color
Length:
30 minutes
Area:
Woods
Subject:
Guns

Annotation: This film, made in Brussels, Belgium, shows in much detail the operations of woodturning, forging machining, and handworking. It also shows how close inspections of high grade automatic shot guns and rifles are made.

Major Purpose: To learn how hand craftmanship is applied to mass production

Technical Quality (sound, photography, etc.): very good

Interest and Reading Levels: intermediate, junior high, senior high, adult

General Comments: This film is very interesting. It should be shown to all boys in vocational classes.

High Low
Overall Rating: 5 4 3 2 1

Title:
TIME OF CHANGE
Medium:
film
Producer:
America Hardwood Association
Distributor:
Modern Talking Pictures
(free loan)

Color—Black & White:
color
Length:
14 minutes
Area:
Woods
Subject:
Hardboard

Annotation: This film includes a unique animation technique that illustrates recently developed wood grain finished, perforated and die-perforated, plastic-surfaced, and embossed for use as interior panels and exterior siding materials. Many new applications of hardwood are also shown in the film.

Major Purpose: To learn how different kinds of hardboard are made and how the different types of hardboard are used

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: intermediate, junior high, senior high

General Comments: Interesting film, but more scenes about how hardboard is made would be desirable.

High Low
Overall Rating: 5 4 3 2 1

Title:
UNISAW
Medium:
film
Producer:
Rockwell MFG Co.
Distributor:
Association Films
(free loan)

Color—Black & White:
color
Length:
30 minutes
Area:
Woods
Subject:
Woodworking
Machine

Annotation: It shows in short detail the different kinds of operation a Delta Unisaw can perform such as ripping and cross cutting. The film also demonstrates using the unisaw to make common cuts like dado, plow, bevel, angles and rabbet.
Major Purpose: To learn the operation of the unisaw
Technical Quality (sound, photography, etc.): good
Interest and Reading Levels: junior high, senior high

High Low
Overall Rating: 5 4 3 2 1

Medium: book
Area: Woods
Subject: Processing of lumber, wood products, use of tools, woodworking machines, electric power tools, hand tools and wood finishing.
Bibliography: Douglas, J. H., Penney, Forest L., and Roberts, R. H. **Units in Woodworking.** McCormick—Mathers Publishing Co., Wichita, Kansas. 1967.
Annotation: This textbook has two units. They are on information and operation. A test book and a key are also provided. The information units cover lumbering, wood products; describe hand and layout tools; explain different kinds of wood fasteners; show the kinds of common wood joints; the different kinds of woodworking machines and describe abrasive papers and wood finishing. The operation units explain the use and operation of the tools and machines listed in a previous unit. They also teach how to prepare wood surfaces for various kinds of finishes.
Major Purpose: To learn where and how lumber and wood products are made; the uses of woodworking tools and machines; and wood finishing processes
Technical Quality (print, illustrations, etc.): very good
Interest and Reading Level: senior high, adult
General Comments: This book also has references listed in the bibliography section which should aid students and instructors.

High Low
Overall Rating: 5 4 3 2 1

Title:
USAGE OF TOOLS
Medium:
transparencies
Producer:
Stanley Tools Co.
Distributor:
Stanley Tools Co.
Color—Black & White:
black and white
Length:
38 transparencies
Area:
Woods
Subject:
Woodwork and Metal-Work Tools

Annotation: This series consists of lessons covering correct usage of hand woodworking and metal-working tools. One lesson shows common cuts in wood such as plow, tongue, groove, bevel, 1/4 round, cove and chamfer. Two lessons show common wood joints, such as, butt, mortise, dovetail, rabbet, dado, mitre, tenon and laps.

Major Purpose: To learn names of hand tools and also to learn names of common cuts in wood and wood joints

Technical Quality (sound, photography, etc.): excellent

Interest and Reading Levels: intermediate, junior high, senior high, adult

General Comments: This is a "must" for woodworking classes.

high Low
Overall Rating: 5 4 3 2 1

Title:
USE OF MACHINES IN OUR INDUSTRIAL LIFE

Color—Black & White:
color

Medium:
filmstrips

Length:
6 filmstrips
53 frames each

Producer:
McGraw Hill Book Co.

Area:
Woods

Distributor:
McGraw Hill Book Co.

Subject:
Woodworking machines

Annotation: The first filmstrip in the series, shows that up to the middle of the eighteenth century, the world carried on its daily work with hand tools. Changes develop slowly up to the early twentieth century and since then changes have been rapid.

The other five filmstrips show the care and use of several woodworking machines such as the circular saw, shaper, drill press, jigsaw and bandsaw. They also show the names of machine parts and demonstrate safe procedures while using the machines. Titles in the series are as follows:

EVOLUTION OF MACHINES
CARE AND USE OF DRILL PRESS
CARE AND USE OF THE SHAPER
CARE AND USE OF THE CIRCULAR SAW
CARE AND USE OF THE BAND SAW
CARE AND USE OF THE JIG SAW

Major Purpose: To learn how to take care of woodworking machines and to learn how they are used

Technical Quality (sound, photography, etc.): very good

Interest and Reading Levels: junior high, senior high

General Comments: This is a very good filmstrip

High low
Overall Rating: 5 4 3 2 1

Title:
WOODWORKING
Medium:
film
Producer:
Encyclopedia Britannica
Distributor:
Encyclopedia Britannica

Color—Black & White:
black and white
Length:
10 minutes
Area:
Woods
Subject:
Use of hand tools

Annotation: The film shows a boy who visits his friend's workshop in the basement of his house. He learns the names of hand tools and their uses. He becomes interested in woodworking and later enrolls in his school woodworking class. Then he makes a shoe shine box as his first project. The film shows the proper way of using hand tools such as a hammer, handsaw, and bit brace with auger bits.

Major Purpose: To learn the proper uses of hand tools

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: intermediate, junior high

General Comments: This film would be interesting and helpful for prevocational classes.

Overall Rating: 5 4 3 2 1

Medium: book

Area: Woods

Subject: A comprehensive compilation of related information in the woodworking field.

Bibliography: Feirer, John L. **Woodworking For Industry.** Charles Bennett Co., Inc., Peoria, Ill. 1963.

Annotation: This book deals with the aspects of woodworking that are important for industry. It explains the uses of tools, processes and materials in cabinetmaking, carpentry, pattern making, and boat building.

Major Purpose: To develop interest in woodworking courses and to bring them up to date and in line with the present practices in industry

Technical Quality (print, illustrations, etc.): good

Interest and Reading Level: senior high, adult

General Comments: This is an excellent reference book for woodworking classroom teachers.

High Low
Overall Rating: 5 4 3 2 1

Title:
THE WOODWORKING SERIES
Medium:
filmstrip

Color—Black & White:
color
Length:
6 filmstrips
(49-54 frames)

Producer:
McGraw Hill Book Co.
Distributor:
McGraw Hill Book Co.

Area:
Woods
Subject:
Safety, lumbering, processing design, wood finishing

Annotation: The first filmstrip points out safety in the shop. The second one shows how to design furniture which has a distinctive appearance. Two filmstrips deal with lumbering operations from felling of trees through saw mill processing. In the last two filmstrips the students are shown the essential points involved in finishing the surface of wood.

Major Purpose: To learn safety in the shop, hardwood processing, lumbering, woodfinishing and furniture design

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: intermediate, junior high, senior high

General Comments: All but one filmstrip in the series (DESIGN IN WOOD) are suitable for deaf children in woodworking. DESIGN IN WOOD is probably too sophisticated for purposes other than that of general interest.

High Low
Overall Rating: 5 4 3 2 1

Title:
WOOD WORKING TOOLS AND MACHINES
Medium:
filmstrips
Producer:
Jam Handy Organization
Distributor:
Jam Handy Organization

Color—Black & White:
black and white

Length:
14 filmstrips
Area:
Woods
Subject:
Safety

Annotation: These filmstrips have instructional programs of safe practice in handling of woodworking tools and machines.

Major Purpose: To learn safety in woodworking classes

Technical Quality (sound, photography, etc.): photography somewhat old

Interest and Reading Levels: intermediate, junior high, senior high, adult

General Comments: This is a "must" for a woodworking class; however, filmstrips are somewhat old.

High Low
Overall Rating: 5 4 3 2 1

Medium: book
Area: Woods
Subject: Woodworking Tools

Bibliography: Cramlet, Ross C., **Woodwork Visualized.** The Bruce Publishing Co., Milwaukee. 1967.

Annotation: In this book all procedures have been presented by illustrations. **Woodwork Visualized** is designed to meet the need of junior high school students, rural and graded schools and adults who desire fundamental information and guidance in the use of hand tools. This book is devoted entirely to the problem of planning and the techniques of using tools.

Major Purpose: To help students learn the fundamentals of woodworking

Technical Quality (print, illustrations, etc.): good

Interest and Reading Level: intermediate, junior high

General Comments: This edition comes in either cloth bound or paper back.

High Low
Overall Rating: 5 4 3 2 1

GRAPHIC ARTS

Title:
THE BOOK
Medium:
film
Producer:
Encyclopedia Britannica
Distributor:
Encyclopedia Britannica

Color—Black & White:
black and white
Length:
20 minutes
Area:
Graphic Arts
Subject:
Producing a book

Annotation: This Swedish film shows what goes into the making of a book. It begins with a writer's idea and ends in the hands of readers the world over. The research, writing, editing, printing, binding, distribution and sale of the book is shown.

Major Purpose: To learn how books are produced.

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: seventh grade up

General Comments: The film is old, but it shows graphically how books are produced.

High Low
Overall Rating: 5 4 3 2 1

Title:
CAMERAS AND CAREERS
Medium:
film
Producer:
Eastman Kodak
Distributor:
Eastman Kodak
(free loan)

Color—Black & White:
color
Length:
28 minutes
Area:
Graphic Arts
Subject:
Photography

Annotation: This film gives an indication of the qualifications and training required for a variety of challenging and rewarding careers. It shows the glamour and drama involved in being a fashion, news or magazine photographer. In addition it depicts the "behind the scenes" jobs—record production, darkroom techniques, and x-ray testing of metal parts in industry.

Major Purpose: To show the job opportunities in photography

Technical Quality (sound, photography, etc.): Photography and sound are excellent

Interest and Reading Levels: senior high

General Comments: This film covers the field and offers stimulation and guidance to those considering a career in photography.

High Low
Overall Rating: 5 4 3 2 1

Title:
COLOR AND PIGMENT IN ART

Color—Black & White:
color

Medium:
film
Producer:
Coronet
Distributor:
Coronet

Length:
13 1/2 minutes
Area:
Graphic Arts
Subject:
color

Annotation: This film explains how we get color—called a pigment—from light. It introduces the primary colors which make the secondary colors, intermediate and complementary colors. The hue, value and intensity of colors are explained. The warm and cool colors are mentioned and examples of them are shown. Color harmonies, as applied to decoration, conclude the film.

Major Purpose: To explain how color is made and how we can make the best use of it.

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high, senior high, adult

General Comments: excellent

high Low
Overall Rating: 5 4 3 2 1

Medium: book

Area: Graphic Arts

Subject: Course of study—letterpress—offset

Bibliography: Boston Public Schools. **Course of Study—Printing.** Boston, Mass. 1963.

Annotation: This book provides a detailed course of study for letterpress and offset printing. The book enumerates each step in the learning process with teaching points to be covered in the lesson. The book covers the following areas: hand and machine composition; presswork; camera work; stripping; plate making and offset presswork.

Major Purpose: To provide a complete course of study on the trade high school level.

Technical Quality (print, illustrations, etc.): good

Interest and Reading Levels: teachers

General Comments: This book could be used to help the teacher evaluate his own program. It should help the teacher coordinate instruction with production.

High Low
Overall Rating: 5 4 3 2 1

Title:
DEVELOPING A NEGATIVE
Medium:
film
Producer:
U. S. Navy

Color—Black & White:
black and white
Length:
16 minutes
Area:
Graphic Arts

Distributor:
U. S. Government Films

Subject:
Photography

Annotation: This film shows the steps taken in developing a negative. It explains the composition of developing chemicals and how they work.

Major Purpose: To learn how to develop a negative.

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: sixth grade

General Comments: The filmstrip HOW TO DEVELOP YOUR FILM serves the same purpose as this film. This film would be of value to photography classes or as occupational information.

High Low
Overall Rating: 5 4 3 2 1

Title:
ELEMENTARY BOOKBINDING

Medium:
film

Producer:
Brandon

Distributor:
Brandon

Color—Black & White:
black and white

Length:
11 minutes

Area:
Graphic Arts

Subject:
Bookbinding

Annotation: A book is made from wrapping paper in a step-by-step bookbinding process with simple tools. The paper is cut into the desired size and folded into sections. Each section is then sewn to the next section until all sections have been bound. Then a cover, using finger painting, is made. This design is glued to two hard boards which will serve as the front and back of the book. Finally, the cover is glued to the bound section and the book is completed.

Major Purpose: To learn how to bind a book

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: fifth grade

General Comments: Rather old, but a good film that is relatively simple to follow.

High Low
Overall Rating: 5 4 3 2 1

Title:
FROM HOT TYPE TO COLD TYPE

Medium:
film

Producer:
International Typographical Union

Distributor:
International Typographical Union
(free loan)

Color—Black & White:
color

Length:
28 minutes

Area:
Graphic Arts

Subject:
Printing

Annotation: This film shows methods of using hot metal typesetting methods in the offset process. It explores typesetting methods employing film. It also depicts the use of type in automated typesetting both with hot metal and film. It depicts stripping and paste-up methods, and the use of imposition and ruling tables. Finally the film shows the use of computers in typesetting.

Major Purpose: To alert people in the graphic arts to new methods

Technical Quality (sound, photography, etc.): The photography was good but the narration was too rapid and tried to cover a mass of material too quickly.

Interest and Reading Levels: senior high, adult

High Low
Overall Rating: 5 4 3 2 1

Medium: book

Area: Graphic Arts

Subject: A comprehensive presentation of the graphic arts industry.

Bibliography: Cleeton, Glen U. and Pitkin, Charles W. (revised by Raymond L. Cornwell) **General Printing.** McKnight and McKnight, Bloomington, Ill. 1963.

Annotation: The book contains a preface directed to the pupil which is intended to help him in his work. The main purpose is to help the pupil realize the magnitude of the graphic arts industry and its effect on our daily lives. The text is devoted to letter press typography and simple presswork. However, it contains material related to offset, also. A glossary is included.

Major Purpose: To acquaint the pupil with the opportunities in the graphic arts industry and to provide basic skills

Technical Quality (print, illustrations, etc.): excellent

Interest and Reading Level: ninth grade up

General Comments: The book makes it possible for the pupil to progress on his own with a minimum of help from the instructor. The authors present the content very painstakingly and accurately.

High Low
Overall Rating: 5 4 3 2 1

Medium: book

Area: Graphic Arts

Subject: Graphic arts as an integral part of the general shop set up at the secondary school level.

Bibliography:________. **General Printing Syllabus.** University of the State of New York, State Education Department, Albany, N. Y. 1955.

Annotation: The book is arranged so that it forms an outline of a course of study for an 18-week course or a 36-week course. The outline of the course is detailed. The authors provide facsimiles of record forms that will assist in keeping records of the students' progress. The appendix contains a list of books on letterpress printing, offset lithography or planographic printing, intaglio printing, papermaking, photography, color design, printing (related imformation). Listed also are films, magazines, periodicals, manuals, pamphlets, and charts.

Major Purpose: To provide a basic course of study in graphic arts for teachers to use in junior and senior high schools. It is designed especially for integration in the general shop program.

Technical Quality (print, illustrations, etc.): good

Interest and Reading Level: general shop printing teachers, industrial arts printing teachers

General Comments: This publication was produced primarily for the schools of New York State. It is detailed in its outline.

High Low
Overall Rating: 5 4 3 2 1

Medium: book

Area: Graphic Arts

Subject: Graphic arts on the industrial arts level

Bibliography:________. **Graphic Arts** (Grades VII, VIII, IX). Boston School System. 1963.

Annotation: This book was produced by the Boston Public School system to provide a guide for industrial arts teachers in the junior high schools. The general objectives listed are as follows: Industrial Awareness, Shop Skills, and Knowledge, Interest and Achievement, Appreciation and Use, Industrial Information, Habits and Attitudes, Integration, Health and Safety, and Creative Expression. The basic units provided for in this course of study are as follows: Shop Orientation, The Early Development and History of Graphic Arts, Letterpress Printing, Silk Screen (Laquer Film Method), Block Printing (Linoleum), and Related Graphic Arts Processes. The publication also includes a list of references.

Major Purpose: To provide the teacher with a working outline from which he can plan specific lessons and shop projects

Technical Quality (print, illustrations, etc.): excellent

Interest and Reading Level: teachers of graphic arts

General Comments: This book provides a usable guide for teachers of industrial arts. It does not include lesson plans from which the pupils can work.

High Low
Overall Rating: 5 4 3 2 1

Medium: book
Area: Graphic Arts
Subject: Graphic arts as an industrial arts subject in the public schools.
Bibliography:________. **Graphic Arts as an Area of Industrial Arts Instruction in Pennsylvania Public Schools.** Commonwealth of Pennsylvania, Department of Public Instruction, Harrisburg, Pennsylvania. 1952. (A revised issue is now available.)
Annotation: This book was produced to aid school administrators and teachers of graphic arts in planning their programs and evaluating their objectives in the light of space availability, tools and materials, equipment, and students' time placement in industrial arts. The book shows how the graphic arts program can be broken down into seven areas of instruction. They are: composition; layout and design; presswork; offset-lithography; silk screen and bindery. The graphic arts program discussed in this book is one that would be suited to integration in a good general shop. Shop layouts are provided to assist in planning such a program.
Major Purpose: To assist school personnel and teachers of graphic arts in organizing a graphic arts program as an integral part of the general shop
Technical Quality (print, illustrations, etc.): good
Interest and Reading Level: school personnel
General Comments: The book will serve as a guide to school administrators and teachers of graphic arts in establishing and evaluating their programs in the field of graphic arts.
High Low
Overall Rating: 5 4 3 2 1

Medium: book
Area: Graphic Arts
Subject: The Offset Process
Bibliography: Karch, Randolph R. and Buber, Edward J., **Graphic Arts Procedures—The Offset Process.** American Technical Society, Chicago. 1967.
Annotation: This book deals with all phases of offset reproductive processes: copy preparation; cold type; offset photography; offset platemaking; related press data; offset presswork; various presses in use; printing paper; and bindery operations.
Major Purpose: To help the nation prepare workers for the many jobs open to them in this rapidly expanding field
Technical Quality (print, illustrations, etc.): good
Interest and Reading Level: tenth grade
General Comments: As far as schools for the deaf are concerned, this book can serve as a reference.
High Low
Overall Rating: 5 4 3 2 1

Title:
GRAPHIC ARTS TECHNIQUES
Medium:
filmstrips
Producer:
Graphic Arts Technical
Foundation, Inc.
Distributor:
Graphic Arts Technical
Foundation Inc.

Color—Black & White:
both
Length:
14 filmstrips
Area:
Graphic Arts

Subject:
Offset Lithography

Annotation: The titles of the filmstrips are self-explanatory.

PLATE-MAKING TROUBLES
PLATE SURFACE TREATMENTS
IMPROVED DESENSITIZATION FOR LITHOGRAPHIC PLATES
GAUGES AND INSTRUMENTS
PRESS INKING AND DAMPENING SYSTEMS
THE PROCESS CAMERA
PAPER FOR LITHOGRAPHY
LITHOGRAPHIC INK
THE OFFSET PRESS PRINTING UNIT
CYLINDER PACKING
SHEET CONTROL ON THE OFFSET PRESS
CONTACT SCREENS IN OFFSET LITHOGRAPHY

Major Purpose: To learn to handle the problems that arise in offset platemaking, in using the press, and pressroom and paper problems

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: ninth grade up

General Comments: These strips are good. The strips are intended to be used with textbooks provided by the Foundation. Narration sheets are also provided. The strips are too technical for the prevocational level, but they are excellent for reference.

High Low
Overall Rating: 5 4 3 2 1

Medium: book (series)
Area: Graphic Arts
Subject: Lithography
Bibliography: __________. HALFTONE PHOTOGRAPHY (1964), CONTACT PRINTING (1964), LITHOGRAPHIC OFFSET PRESS OPERATION (1964), LINE PHOTOGRAPHY(no date), OFFSET PRESS TROUBLES—Sheet Fed (1967), BLACK AND WHITE STRIPPING (1966), COLOR STRIPPING (1965), WHAT THE LITHOGRAPHER SHOULD KNOW ABOUT INK (1966), WHAT THE LITHOGRAPHER SHOULD KNOW ABOUT PAPER (1961), Graphic Arts Technical Foundation.

Annotation:
OFFSET PRESS TROUBLES—Sheet Fed, (1967). Lists and explains the causes of the most common offset press troubles. (108 pages)
BLACK AND WHITE STRIPPING (1966). The simple practices in stripping are presented in this book. (360 pages)
COLOR STRIPPING (1965). Aims to extend the techniques found in BLACK AND WHITE STRIPPING and guide the stripper in color stripping. (179 pages)
WHAT THE LITHOGRAPHER SHOULD KNOW ABOUT PAPER (1961). Tells where paper comes from, how it's made, what kinds are made and why and how it should be treated. (166 pages)

Major Purpose: To aid those specializing in some area of the graphic arts industry

Technical Quality (print, illustrations, etc.): good

Interest and Reading Level: twelfth grade up

General Comments: Too advanced for prevocational students but excellent for reference. Covers thoroughly a wide range of areas not found in many text books.

High Low
Overall Rating: 5 4 3 2 1

Title:
HOW TO DEVELOP YOUR FILM
Medium:
slides
Producer:
Eastman Kodak
Distributor:
Eastman Kodak
(free loan)

Color—Black & White:
color
Length:
49 slides
Area:
Graphic Arts
Subject:
Photography

Annotation: These slides show the step-by-step operation in developing negatives. They show the proper handling of exposed film; the arrangement of the solutions used; the importance of temperature control and the proper timing. A manual is provided explaining each frame.

Major Purpose: To learn how to develop negatives

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: fifth grade and up (junior high, senior high, adult)

high Low
Overall Rating: 5 4 3 2 1

Medium: booklet kit
Area: Graphic Arts
Subject: Photography

Bibliography:_________ INFORMATION PROGRAM. Eastman Kodak Company, Rochester, New York, N. Y.
Annotation: Eastman Kodak Company has a program which provides information, interesting and up-to-date films, filmstrips, slides, and pamphlets covering a wide range of interest to those associated with graphic arts. This service is provided free of charge. Listings may be had by writing to: Professional, Commercial and Industrial Market Division, Eastman Kodak Co., 343 State Street, Rochester, New York.
Major Purpose: To inform the viewer about areas associated with graphic arts
Technical Quality (print, illustrations, etc.): excellent
Interest and Reading Level: junior high, senior high
General Comments: This is an excellent series.

High Low
Overall Rating: 5 4 3 2 1

Medium: book
Area: Graphic Arts
Subject: Graphic Arts
Bibliography:________. **Information Program.** Graphic Arts Technical Foundation, Inc.
Annotation: The Graphic Arts Technical Foundation, a non-profit scientific and educational organization serving the graphic arts community, has textbooks, films, filmstrips, instructor materials and self-study materials. Most material is of a technical nature, but may be of value to graphic arts instructors in schools for the deaf. Information may be obtained from: GATF, 4615 Forbes Avenue, Pittsburgh, Pennsylvania, 15213.
Major Purpose: To get information about graphic arts
Technical Quality (print, illustrations, etc.): excellent
Interest and Reading Level: twelfth grade
General Comments: This book is very informative.

high Low
Overall Rating: 5 4 3 2 1

Medium: book
Area: Graphic Arts
Subject: Printing
Bibliography: Lush, Clifford K. **Junior Letter Press and Lithography.** Charles A. Bennett Co., Inc., Peoria, Ill. 1963.
Annotation: The author divides the book into seven chapters: Introduction, The California Job Case, Setting Type, Composition, Imposition, Bindery Practice, Presswork. An appendix provides a series of forms that can be used to assist in recording the pupil's progress. The book also includes a number of blank type case drawings.
Major Purpose: To learn the basic processes in graphic arts

Technical Quality (print, illustrations, etc.): good
Interest and Reading Level: junior high, senior high
General Comments: This text should be of special interest for teachers of graphic arts in schools for the deaf as it is designed so that the pupil can progress at his own rate. It requires a minimum of time on the part of the instructor who must also handle production and care for equipment.

high Low
Overall Rating: 5 4 3 2 1

Title:
LEARNING TO SET TYPE
Medium:
film
Producer:
Bailey Films, Inc.
Distributor:
Bailey Films, Inc.

Color—Black & White:
black and white
Length:
11 minutes
Area:
Graphic Arts
Subject:
Printing

Annotation: This film shows the basic steps in type-setting and distribution. It shows the correct way to manipulate type. The film also stresses importance in "catching" wrong fonts before they are set, and emphasizes care in distribution.
Major Purpose: To learn how to hand compose type
Technical Quality (sound, photography, etc.): good
Interest and Reading Levels: junior high
General Comments: This film would be good for beginners.

High Low
Overall Rating: 5 4 3 2 1

Title:
LET'S MAKE AN ENLARGEMENT
Medium:
slides
Producer:
Eastman Kodak
Distributor:
Eastman Kodak
(free loan)

Color—Black & White:
color
Length:
49 slides
Area:
Graphic Arts
Subject:
Photography

Annotation: This series shows the step-by-step operations in making an enlargement. It stresses the importance of selecting a good negative; giving the print proper exposure; developing according to instructions; and drying. This series would be of interest to hobbyists, photography clubs or classes and to anyone curious about how enlargements are made. A manual is provided explaining each frame.
Major Purpose: To learn how to make an enlargement
Technical Quality (sound, photography, etc.): good
Interest and Reading Levels: junior high, senior high, adult

High Low
Overall Rating: 5 4 3 2 1

Medium: book
Area: Graphic Arts
Subject: Linecasting machine keyboard operation
Bibliography: ________. **Linecasting Keyboard** (Operation I). Curriculum Laboratory, New Brunswick, New Jersey. 1966.
Annotation: This book contains a graduated series of lessons for use in learning to operate a linecasting machine keyboard. The lessons are divided into 15 units, each unit covering a different type of composition. There is a very good lesson on the proof reader's marks and their use. A glossary of trade names follows the lessons. A simple test is included for each unit. The units consist of:

- Keyboard Operation
- Operation of Keyboard
- The Fingering System
- Word Practice
- Keyboard Practice
- Sentence Practice
- Punctuation Marks
- Capital Letters
- Proofreading
- Italic and Bold-face Type
- Figures
- Division of Words
- Straight Matter
- Caps and Small Caps
- Care of the Machine
- Glossary

Major Purpose: To assist the student in learning to operate a linecasting machine keyboard
Technical Quality (print, illustrations, etc.): good
Interest and Reading Level: fifth grade
General Comments: This book was prepared especially for use in schools for the deaf.
High Low
Overall Rating: 5 4 3 2 1

Medium: book
Area: Graphic Arts
Subject: A training course for lithographers
Bibliography: U.S.Navy. **Lithographer.** Washington, D.C. Government Printing Office. Revised 1966.
Annotation: A course of study for the student interested in becoming a lithographer. This manual is one of several covering lithography which was prepared by the U.S. Navy. (A list of the others may be obtained from the U.S. Government Printing Office.) Areas covered in this 305 page paperbound manual include: planning and layout, standardized forms design, photographic problems (a very good section), platemaking procedures, pressroom troubles, color printing on the offset press and the operation of the 22" x 34" Harris Offset Press. A list of reference reading and a glossary of graphic arts terms will be found in the appendix.

Major Purpose: To train Navy personnel as lithographers
Technical Quality (print, illustrations, etc.): good
Interest and Reading Level: tenth grade up
General Comments: This is recommended as a reference book.

High Low
Overall Rating: 5 4 3 2 1

Title:
MECHANICAL DRAFTING
Medium:
transparency
Producer:
DCA Educational Products, Inc.
Distributor:
DCA Educational Products, Inc.

Color—Black & White:
color
Length:
70 sets
Area:
Graphic Arts
Subject:
Mechanical Drawing

Annotation: This set of 70 transparencies was designed to simplify concepts that are difficult to comprehend. Some of the transparencies have up to six overlays and each overlay is in a different color. This makes it possible to convey a total of 127 concepts. Some of the areas covered are: geometric construction, orthographic views, dimensioning, arcs and curves, end views, methods of projections, working drawings, scale drawings, pictorial drawings and many others.
Major Purpose: To heighten student motivation in mechanical drafting.
Technical Quality (sound, photography, etc.): excellent
Interest and Reading Levels: senior high, adult
General Comments: This is an excellent series.

High Low
Overall Rating: 5 4 3 2 1

Title:
A NEW LIGHT FOR SILK SCREEN
Medium:
film
Producer:
Ball State Library
Distributor:
Ball State Film Library

Color—Black & White:
color
Length:
10 minutes
Area:
Graphic Arts
Subject:
Silkscreen process

Annotation: The "new light" is the arc light which is part of the process of making photographic stencils for silk screen printing. This is faster and more accurate than the old ways. The drawing is placed in a glass "sandwich" with a specially treated, light-sensitive, plastic based film and exposed to the light from an arc lamp. After washing, the exposed film is pressed to the silk screen and the plastic base of the film is peeled off. The tough chemical coating which adheres to the screen is the stencil. The prints are "pulled" in the usual way. Fabrics, greeting cards, etc., can be produced in this way.

Major Purpose: To learn how to transfer drawings to the screen by the arc lamp method

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: sixth grade up

General Comments: This film is good. It creates new interest in art with an occupational potential.

High Low
Overall Rating: 5 4 3 2 1

Title:
PHOTOGRAPHIC DARKROOM PROCEDURES SERIES

Medium:
filmstrip (captioned)

Producer:
McGraw Hill Book Co.

Distributor:
McGraw Hill Book Co.

Color—Black & White:
black and white

Length:
6 filmstrips

Area:
Graphic Arts

Subject:
Photography

Annotation: This series shows step-by-step sequences in developing negatives. It also shows how to make prints and how to improve the print by spotting and dodging.

Major Purpose: To learn how to develop a negative, make a print and how to spot and dodge

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: seventh grade and up

General Comments: These filmstrips are useful for pupils learning photography.

High Low
Overall Rating: 5 4 3 2 1

Medium: book

Area: Graphic Arts

Subject: A course presenting photo-offset printing and commercial photography written especially for deaf students.

Bibliography: Altomare, Maurice. **Photo-Offset Printing & Commercial Photography.** Marie H. Katzenbach (New Jersey) School for the Deaf, Trenton, New Jersey. 1964.

Annotation: This book (two volumes) was prepared especially for the students of the Marie H. Katzenbach (New Jersey) School for the Deaf by Maurice Altomare, photo-offset instructor. Written in simple language, this course was planned to cover a year's study. It is arranged in lesson plan form and each lesson includes an objective, information about the material to be presented, a brief list of vocabulary and a few questions. There are short achievement tests in the appendixes of both volumes. Material presented in these two volumes include: history of printing, introduction of offset printing, shop orientation, art and layout work, fundamentals of photography, camera orientation, offset photography, camera work, darkroom work, offset stripping, plate making, offset press work, and bindery work.

Major Purpose: To give deaf students a basic knowledge of photo-offset printing

Technical Quality (print, illustrations, etc.): good

Interest and Reading Level: seventh grade

General Comments: These are excellent volumes.

High Low
Overall Rating: 5 4 3 2 1

Medium: book

Area: Graphic Arts

Subject: Printing

Bibliography: Polk, Ralph W., and Polk, Edwin W. **The Practice of Printing.** Charles A. Bennett Co., Inc., Peoria, Ill. Revised 1964.

Annotation: A large part of this book is devoted to compositing. First written in 1926, the revised edition has sections on offset printing. This book is very detailed and yet quite simple. It gives a brief history of printing and discusses typesetting, spacing, measuring, legibility, balance, proportion, proofreading, copy-fitting, etc., very thoroughly. Two workbooks—**Elementary Printing Job Sheets and Elementary Platen Presswork,** by the author are available.

Major Purpose: To give the beginner a thorough knowledge of the basic principles of printing

Technical Quality (print, illustrations, etc.): good

Interest and Reading Level: eighth grade, ninth grade

General Comments: This is a good book, but because it delves so thoroughly into one area (composition), it is recommended as a reference book rather than a textbook for schools for the deaf.

High Low
Overall Rating: 5 4 3 2 1

Medium: book

Area: Graphic Arts

Subject: Course of Study

Bibliography:__________, **Printing.** Baltimore County Public Schools, 1959.

Annotation: This publication is a course outline designed for the industrial arts level—grades ten, eleven and twelve. It includes many simple tests, planned for students who enroll in graphic arts in senior high school. It covers the areas of hand composition, simple presswork, silkscreen and offset lithography.

Major Purpose: To provide a detailed course of study in the graphic arts
Technical Quality (print, illustrations, etc.): good
Interest and Reading Level: senior high
General Comments: The book would have value as a guide to teachers of the deaf in evaluating their own work.

High Low
Overall Rating: 5 4 3 2 1

Medium: book
Area: Graphic Arts
Subject: A comprehensive text on graphic arts
Bibliography: Jackson, Hartley E. **Printing—A Practical Introduction To the Graphic Arts.** McGraw Hill Book Co., New York, N. Y. 1957.
Annotation: This text is divided into seven sections. They are as follows: type case, hand composition, elementary presswork, elementary bookbinding, cutting linoleum blocks, silk screen printing, and photography. The book contains approximately 300 illustrations.
Major Purpose: To introduce the pupil to the varied fields in graphic arts processes
Technical Quality (print, illustrations, etc.): good
Interest and Reading Level: eighth grade
General Comments: The text is simple and concise. The illustrations make it easy for the pupil to understand the text and the steps in the activities of each unit.

High Low
Overall Rating: 5 4 3 2 1

Medium: book
Area: Graphic Arts
Subject: A comprehensive compilation of related information in the graphic arts field
Bibliography: ________. **Printing Area (Industrial Arts)—Related Information.** The University of New York, State Education Department, Albany, New York. 1952.
Annotation: This spiral-bound book contains brief summaries of all of the activities associated with the printing industry. The authors divide the materials in six areas. They are as follows: Planning, Social-Economics, Guidance, Science, Safety and Hygiene, and Consumer Values. The topics in the several areas are discussed and followed by statements of objectives to be realized, bibliographical references, and a short test.
Major Purpose: To acquaint the student with the many opportunities open to him in the field of graphic arts
Technical Quality (print, illustrations, etc.): excellent
Interest and Reading Level: ninth grade

General Comments: The references contained in the bibliography are in everyday use in our school shops. This book should be in every school print shop library.

high Low
Overall Rating: 5 4 3 2 1

Medium: book
Area: Graphic Arts
Subject: A set of basic instruction sheets for industrial arts printing
Bibliography: Hague, C. W. **Printing Instruction Sheets.** (Set 1, Letterpress Printing). The Bruce Publishing Co., Milwaukee, Wis. 1961.
Annotation: This book contains two parts. Part one provides a concise text of instructional material designed especially for students on the prevocational or industrial arts level, but it will serve as a basis of instruction at any time. It is recommended for use as a beginning course for vocational printing also. The second part of the book provides a series of 15 job sheets which cover most of the types of composition in use. Instructional material is complete and each lesson is followed by questions which the student and teacher can use in checking on progress.
Major Purpose: To provide basic instruction in graphic arts for the beginner and to provide a series of job sheets to use in practice type setting
Technical Quality (print, illustrations, etc.): excellent
Interest and Reading Level: fifth grade
General Comments: This publication is excellent for the beginning pupil in graphic arts. It is planned to provide a close working relationship between the pupil and the instructor.

High Low
Overall Rating: 5 4 3 2 1

Title:
PRINTING THROUGH THE AGES
Medium:
film
Producer:
Encyclopedia Britannica
Annotation:
Encyclopedia Britannica

Color—Black & White:
black and white
Length:
13 minutes
Area:
Graphic Arts
Subject:
Printing

Annotation: This film traces the process of printing from the the first hand-carved letters to the present monotype and linotype. It shows early methods of producing pictures by means of carved wood, and it shows some modern presses in operation.

Major Purpose: To give the viewer a better understanding of printing
Technical Quality (sound, photography, etc.): good
Interest and Reading Levels: fifth grade up
General Comments: This is a good film, but it is not very detailed. It would be interesting and informative for the beginning student in printing.
High Low
Overall Rating: 5 4 3 2 1

Title:
TYPESETTING
Medium:
film (captioned)
Producer:
Don Bosco Films
Distributor:
Don Bosco Films

Color—Black & White:
black and white
Length:
30 minutes
Area:
Graphic Arts
Subject:
Linecasting machine operation

Annotation: The film shows how an operator sets type on an intertype machine and what the machine does. The film clearly demonstrates the following three steps:

1. Composing the line—assembly mechanism
2. Casting the slug
3. Distributing the line after casting

Of special interest are a number of animated line drawings that clearly show how the matrices are released from the magazine.

Major Purpose: To learn how lines are assembled and cast on a line-casting machine.
Technical Quality (sound, photography, etc.): good
Interest and Reading Levels: fifth grade up
High Low
Overall Rating: 5 4 3 2 1

Title:
PUTTING A JOB ON A PLATEN PRESS
Medium:
film
Producer:
Bailey Films
Distributor:
Bailey Films
(free loan)

Color—Black & White:
black and white
Length:
10 minutes
Area:
Graphic Arts
Subject:
Printing

Annotation: A young boy is shown putting a form on a platen press and getting ready for a press run. This film covers inking; the proper way to put a form in a press; measuring and setting gauge pins; packing; preparing grippers and making a proof.

Major Purpose: To learn how to put a job on a Platen Press

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high

General Comments: This film is short and not comprehensive but very good for beginners

High Low
Overall Rating: 5 4 3 2 1

Title:
SILK SCREEN PROCESS
Medium:
film (captioned)
Producer:
Ball State Library
Distributor:
Brandon

Color—Black & White:
black and white
Length:
15 minutes
Area:
Graphic Arts
Subject:
Silk screen printing

Annotation: This film shows Harry Gottlieb demonstrating silk screen printing. The complete process is shown, including color separation. Origin of silk screen printing is included. The film is silent.

Major Purpose: To learn how to produce silk screen printing

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: sixth grade up

General Comments: The language in the film is simple. The film would be more effective in color.

High Low
Overall Rating: 5 4 3 2 1

Title:
THE SIMPLE CAMERA
Medium:
filmstrip
Producer:
Eastman Kodak
Distributor:
Eastman Kodak
(free loan)

Color—Black & White:
color
Length:
12 filmstrips
Area:
Graphic Arts
Subject:
Photography

Annotation: These filmstrips cover the basic rules of taking good pictures with a simple camera. They also explain the way a camera works. This series is designed to help a person who knows relatively little about photography. A manual is provided which explains each lesson.

Major Purpose: To learn the basic rules of taking good pictures

Technical Quality (sound, photography, etc.): good

Interest and Reading Levels: junior high, senior high, adult

General Comments: This is an excellent series.

High Low

Overall Rating: 5 4 3 2 1

Medium: booklet

Area: Graphic Arts

Subject: Training for jobs in graphic reproductions

Bibliography: Society of Reproduction Engineers, **Training Course in Graphic Arts Reproductions.** Detroit, Michigan.

Annotation: The booklet provides information for high school students seeking careers in the rapidly expanding visual communications industry.

Major Purpose: To bring to the attention of high school students the vast opportunities available to them in the graphic arts

Technical Quality (print, illustrations, etc.): good

Interest and Reading Level: tenth grade

General Comments: This booklet will serve as a reference only

High Low

Overall Rating: 5 4 3 2 1